

**General Fund
Budget Book
2017-18**

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2017-18**

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CHIEF FINANCE OFFICER'S STATUTORY REPORT

Introduction

- 1.1 The Local Government Act 2003 requires the Chief Finance Officer to report on the robustness of the estimates and adequacy of proposed financial reserves. The report below provides a strategic overview of the Council's financial position before making specific considerations on the 2017-18 budget.

Strategic Overview

Local Government Funding

- 2.1 The overall financial climate continues to be severe and is expected to remain so for a number of years. Local Government will continue to play its part in helping to address the national funding deficit, and each Council will be required to contribute accordingly by continuing to deliver services with fewer resources.
- 2.2 Since 2013-14, the Council has experienced a reduction in government grants and has taken on significant responsibilities in relation to council tax benefits and business rates (explained below). Both these changes placed more resource demands on the Council and increased risks. The Business Rates Retention Scheme moved local government funding away from formula grant to a combination of retained business rates and revenue support grant. In addition, many specific grants were merged with the formula grant to provide a rolled up resource position known as *Start-Up Funding*.
- 2.3 There were no significant announcements in the autumn statement made by the Chancellor on 23 November 2016, which related to local government. The announcement of the provisional local government finance settlement (LGFS) for 2017-18 on 15 December 2016 was also in line with expectations following the council's acceptance of the multi-year settlement.

Localisation of Business rates, Revenue Support Grant and New Homes Bonus

- 3.1 From 2013-14 local authorities have retained a proportion of their collected Business Rates, based on central shares (a proportion returned to the Government) and local shares (retained by the authority). As an incentive, the Government allows local authorities to retain a proportion of any increase in business rates collected because of increased growth. The Council will benefit by 25p in the £1 on any net growth but will be liable for 50p in the £1 on any net reduction.
- 3.2 The draft local government finance settlement (LGFS) for 2017-18, issued on 15 December 2016, continued the trend of reducing funding to local authorities in cash terms. The outline figures provided by the government are in the table below:

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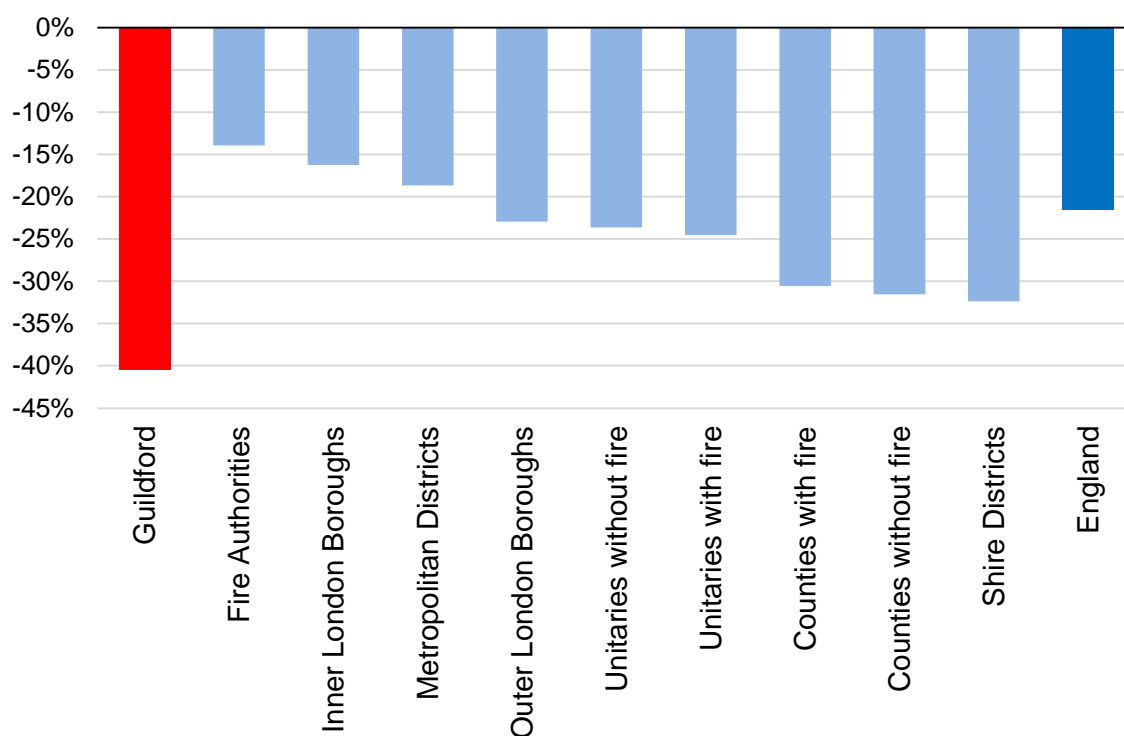
	2016-17	2017-18	2018-19	2019-20*
	£m	£m	£m	£m
Settlement Funding Assessment	3.78	3.05	2.82	2.25
of which:				
Revenue Support Grant	1.10	0.32		
Baseline Funding Level	2.68	2.73	2.82	2.92
Tariff/Top-Up**	-28.29	-30.21	-31.19	-32.29
Tariff/Top-Up adjustment				-0.67
Safety Net Threshold	2.48	2.53	2.61	2.70
Levy Rate (p in £)	0.50	0.50	0.50	0.50

* Settlement Funding Assessment in 2019-20 is modified, where applicable, by the provisional Tariff/Top-Up adjustment

** Tariffs and top-ups have been recalculated in 2017-18 to reflect the adjustment for the 2017-18 business rates revaluation

- 3.3 For 2017-18, Guildford's settlement funding assessment (SFA) reduction is 19.2%, which is higher than the national average reduction for shire districts of 15.1%. However, due to the variable nature of the business rates element of local authority funding, the draft settlement no longer sets the absolute funding level for local authorities, but gives a baseline funding level. The actual level of funding the Council receives will depend on the business rate income for the year. At the start of the year, we estimate the business rate income, but the actual amount is unknown until after the year ends. For 2017-18, we estimate our net business rate income will be a 4.3% increase on 2016-17 (£211,000).
- 3.4 The graph below shows the cumulative changes in SFA over the multi-year settlement period and the comparative reduction in central government support for Guildford in relation to the average of other local authorities. Our local government advisors, LGFutures, who are able to benchmark data across different local authority classes nationally, produce this graph. It shows that under the new method of calculating SFA, introduced in 2016-17 as part of the multi-year settlement, the government altered the split of funding between tiers of government, which appears to favour upper tier services and lead to higher funding reductions for district councils, such as Guildford.

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- 3.5 The revenue support grant element of the SFA has reduced by 71% between 2016-17 and 2017-18. The RSG reduction has affected Guildford and other Surrey Councils more severely due to the way the government changed the mechanism of distributing grant in 2016-17. Rather than all local authorities receiving the same percentage reduction in RSG funding, the government now takes into account the amount that can be raised locally from Council Tax, thereby increasing the reduction in RSG funding for higher tax base authorities such as Guildford (in terms of the ratio of council tax income to SFA). Due to the unanticipated impact of changing the mechanism on the medium term financial plans of local authorities in 2016-17 and 2017-18, the government introduced a transition grant of £102,000 per annum for 2016-17 and 2017-18 to delay the implementation of the changes.
- 3.6 The Council's new homes bonus (NHB) in 2017-18 has reduced by £298,781 or 13% from 2016-17. This is despite an increase in the number of properties added to the Council tax system in the year. The reduction is due to the implementation of changes to the NHB allocations, which mean that award of NHB is only made if growth exceeds a 0.4% baseline. In addition the government have reduced the number of years for which the bonus is payable from 6 to 5 for 2017-18 and will reduce the number of years the award is payable for further to 4 years in 2018-19. As the funding is only guaranteed for a specific number of years, it will fall out of the budget in the future.
- 3.7 Taken together, the settlement funding assessment (business rates and RSG) and new homes bonus (NHB) are the key elements of central government support the Council receives. In total, the three elements have reduced by 16.4% (£1.026 million) since 2016-17; this represents a cumulative reduction of 34% since 2013-14. When comparing local authorities in the local government finance settlement the government uses a term *spending power*, this includes the council tax that the government expects the Council to raise and some specific grants. The government states that Guildford's spending power has reduced by 4.2% between 2016-17 and 2017-18 however, I feel that this does not properly reflect the true reduction in central government support.

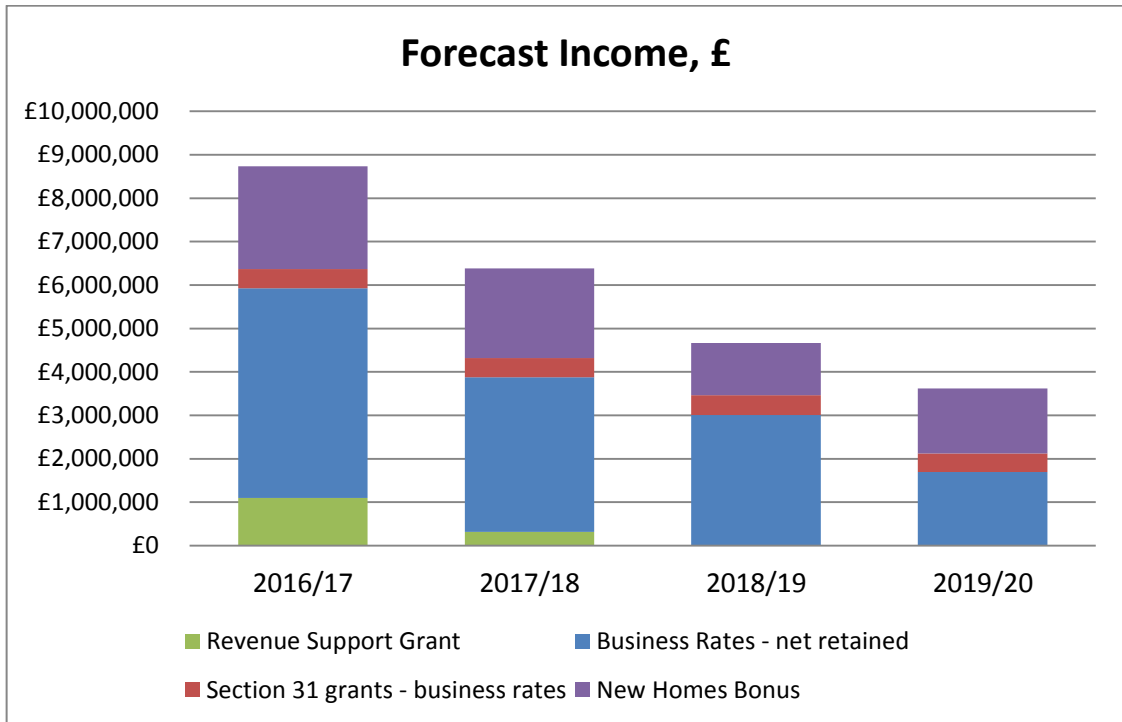
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Changes in Government Support

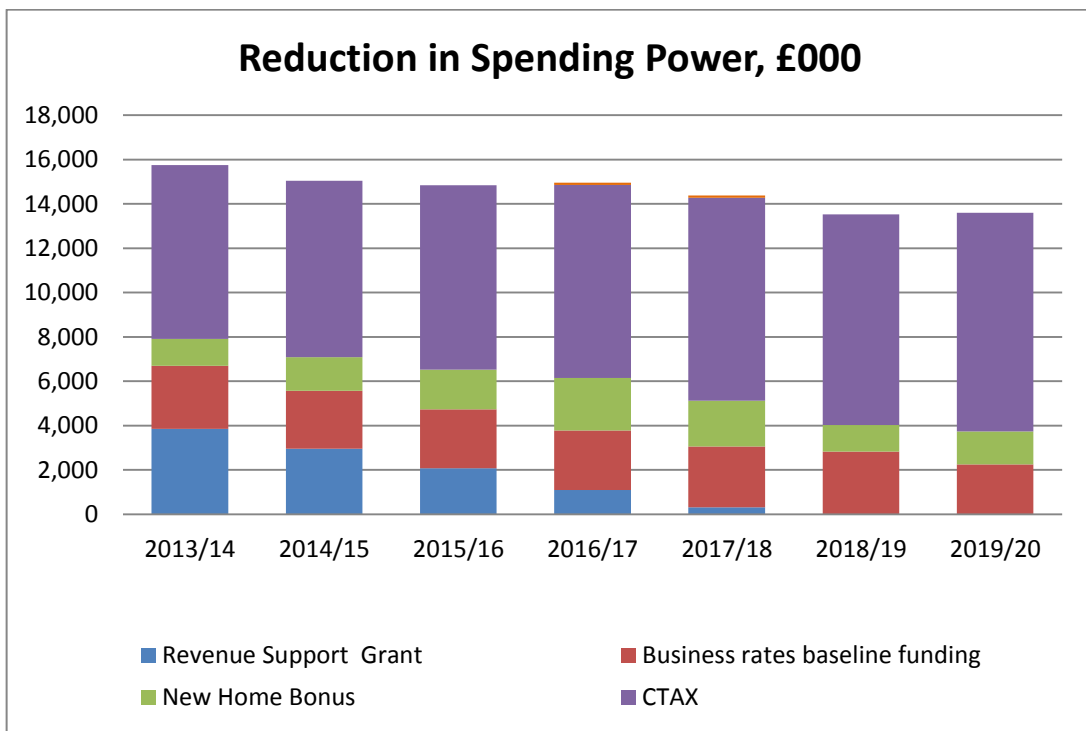
- 4.1 Over recent years, the level of central government support to Guildford Borough Council has been reducing as the government addresses the national deficit. As part of the final 2016-17 LGFS issued on 8 February 2016, the government released indicative settlement figures for the 4-year period 2016-17 to 2019-20. It required local authorities to make efficiency savings but in return offered new levers to generate growth for their areas. The proposal set out in the LGFS is that by the end of the Parliament, local government will retain 100% of business rate revenues, however, the system of top-up and tariffs, which re-distributes revenues between local authorities nationally, will be retained. Whilst the system retains the redistribution mechanism, 100% of the business rates will not be retained locally.
- 4.2 As part of the reforms, the government is phasing out RSG out and devolving additional responsibilities to local government such as responsibility for funding public health and housing benefit to pensioners.
- 4.3 The indicative LGFS for the 4 years 2016-17 to 2019-20 shows that the Council's core spending power¹ is expected to reduce by 7.9% over the period. However, within this government have assumed a level of council tax base increase and new homes bonus award for 2018-19 and 2019-20 which is in excess of the Council's own estimates. As a result, our own estimate of the reduction in spending power over the period to 2019-20 is 8.4%. The cumulative reduction to SFA to 2019-20 is 53% (£2.5 million in cash terms). The majority of the reduction falls on the RSG which will be nil for the Council by 2018-19. To enable the government to still have a mechanism for controlling/reducing our ability to raise funding locally, it has introduced an adjustment to the tariff the Council pays to central government under the business rates retention scheme, which has the impact of, further reducing resources in 2019-20 (shown in the table in paragraph 3.2). This has the impact of reducing the Council's income below the amount determined by Government as Guildford Borough Council's 'baseline need to spend'. Taken together the reduction in RSG and adjustment to the tariff payment over the period represents a reduction in grant of 13.7% or £2.75 million in cash terms.
- 4.4 During 2016-17, the government consulted local government funding reform ahead of the implementation of 100% business rates retention in 2020. The consultation had two elements: a fair funding review and consultation on the implementation of 100% business rates retention. The Council responded to the consultation by the deadline in September 2016. A technical paper on the proposed implementation of 100% business rates retention scheme will be published in February 2017.
- 4.5 The chart below shows the change in Central Government funding since 2013-14 and the impact of indicative LGFS to 2019-20.

¹ Core spending power for Guildford comprises: SFA, Council Tax income and new homes bonus

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4.6 The comparative graph showing the Council's estimate of the reduction in our spending power (which includes council tax) and the cumulative impact since 2013-14 is shown in the chart below.



4.7 The income we receive from business rates is also projected to fall in the medium term due to the likelihood that the North Street regeneration scheme will commence.

New Homes Bonus

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- 4.8 As outlined in paragraph 3.6 the new homes bonus allocation for 2017-18 is a reduction of £298,781 or 13% from 2016-17. This is despite an increase in the number of properties added to the Council tax system in the year. The government have set a national limit on the amount of new homes bonus that can be paid nationally of £1.2 billion. In 2016-17, the government consulted on changes to reduce the national allocation to £900 million and implemented a number of the suggested changes in the allocations for 2017-18. Further changes are expected to be announced in 2017-18 regarding the indicative allocations for 2018-19.
- 4.9 Guildford Borough Council is currently developing its Local Plan with a view to submitting the plan for inspection by late 2017 and adopting the Local Plan by summer 2018. There is therefore a risk that it will not receive any new NHB payment in 2018-19 (due to the data used to calculate the NHB running from October to October each year). The risk of not receiving the NHB increases if the current timetable for adopting a local plan is not met.
- 4.10 Whilst the local plan suggests an increase in housing in the borough, we do not expect any significant increase in the New Homes Bonus (NHB) in the medium and long term. This is because the Government have set the national limit on NHB allocations by 2019-20 as £900 million and it is likely the allocation will further reduce if the government does not meet its national austerity targets. Therefore, the bonus is likely to be subject to on-going reform to keep within the national allocation. As part of the LGFS issued on 15 December the government has stated that it intends to consult on further reforms to the New Homes Bonus during 2017-18, which may include proposals to reduce allocations to local authorities where there is no local plan in place or where houses are built following a successful appeal. Other reforms could include further reducing the period the bonus is payable for from 4 years to 3 or 2 years.
- 4.11 Our budget and medium term financial plan assumes that any increase in NHB is transferred to reserves to finance one off short to medium term revenue projects or capital projects and therefore does not affect the council tax calculation or the budget gap identified below. This is because NHB funding is currently only available for 4 years and so it would not be prudent to rely on the income to finance on-going revenue expenditure.

Economic Outlook

- 5.1 The economic situation continues to pose a risk. As the government's austerity measures impact on residents, then our income streams could be affected.
- 5.2 Interest earnings, whilst no longer form a significant source of income, are still estimated to be approximately £38,000 (net) and the preservation of our capital whilst maximising our income is of paramount importance. The adoption of the Treasury Management Strategy is designed to mitigate this risk.
- 5.3 The Council is aware of the significant pressure that continuing austerity and increasing demand for services is placing on the NHS and social care authorities. There is a significant lack of resources to properly fund social care, which is placing a significant strain on our local NHS partners and Surrey County Council (SCC). As these bodies focus their attention on providing statutory services, there will be an impact on the preventative services, which Guildford Borough Council receives funding from SCC to provide. Currently the Council receives £2.1million of funding from SCC to provide a range of services, all of which could be at risk in future.

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Guildford Borough Council Medium Term Financial Plan

Corporate Plan

- 6.1 The Council's Corporate Plan was developed for the 5-year period April 2015 to March 2020 and includes bold ambitions for service delivery for the future. The budget for 2017-18 includes projects proposed as part of the 2015-2020 corporate plan. Many of the priorities within the plan involve significant investment in services, infrastructure and housing to deliver the outcomes.
- 6.2 A 10-year capital strategy or 'vision' has been developed with the aims of realising the Council's Corporate Plan, raising the quality of life for residents and improving the long term financial planning process. The first five years of the capital strategy are the capital programme. The capital programme is significant and includes potential investment in key projects to support our corporate plan such as:-
- North Street regeneration
 - Potential regeneration of Council owned sites in the town centre e.g., Bedford road / cinema area
 - Slyfield regeneration/Clay Lane link road
 - Guildford West (Park Barn Station)
 - Investment in additional car park capacity
 - Investment in Town Centre infrastructure & transport routes (gyratory & cycling)
 - Adding of Ash Value Enterprise units
 - Westfield Road/Moorfield Road resurfacing
 - Redevelopment of Middleton Industrial Estate
- 6.3 To finance the capital strategy, a variety of funding sources, such as capital receipts, capital reserves, revenue contributions, S106 contributions and borrowing will be required. Unless the Council is able to generate capital receipts it will need to borrow from its own internal resources, or the market. Any borrowing will have a direct impact on the revenue budget, as there is a requirement to charge a minimum revenue provision (MRP) for the use of borrowing as well as interest payments. The impact of MRP is included within the revenue budget outlined in this report. Whilst the 5-year capital programme is ambitious, the 10-year capital strategy assumes that there will be some capital receipts or revenue income arising, particularly from the redevelopment schemes that will offset some of the expenditure in the long-term.
- 6.4 Growth included within the revenue budget for 2017-18 supports the delivery of the Corporate Plan. The growth arising from investment in services to meet the Corporate Plan for 2018-19 to 2020-21 has been included in the medium term financial plan. The main areas of investment to support our corporate plan include:
- Design and feasibility work to implement the sustainable movement corridor (£100,000)
 - Feasibility study to investigate a bridge on A323 Guildford Road, Ash over the railway line at Ash Railway Station (£80,000)
 - Progression of design and feasibility work for a redevelopment at Bedford Road in line with the vision set out in the Allies and Morrison town centre masterplan (£400,000)
 - Progression of further feasibility work to redesign the Guildford gyratory system (£120,000)
 - A platform capacity study to inform improvements and a development brief for Guildford Railway Station (£150,000)
 - Increase in costs relating to waste and recycling (£286,000)
 - Increase in playground repairs and maintenance (£60,000)

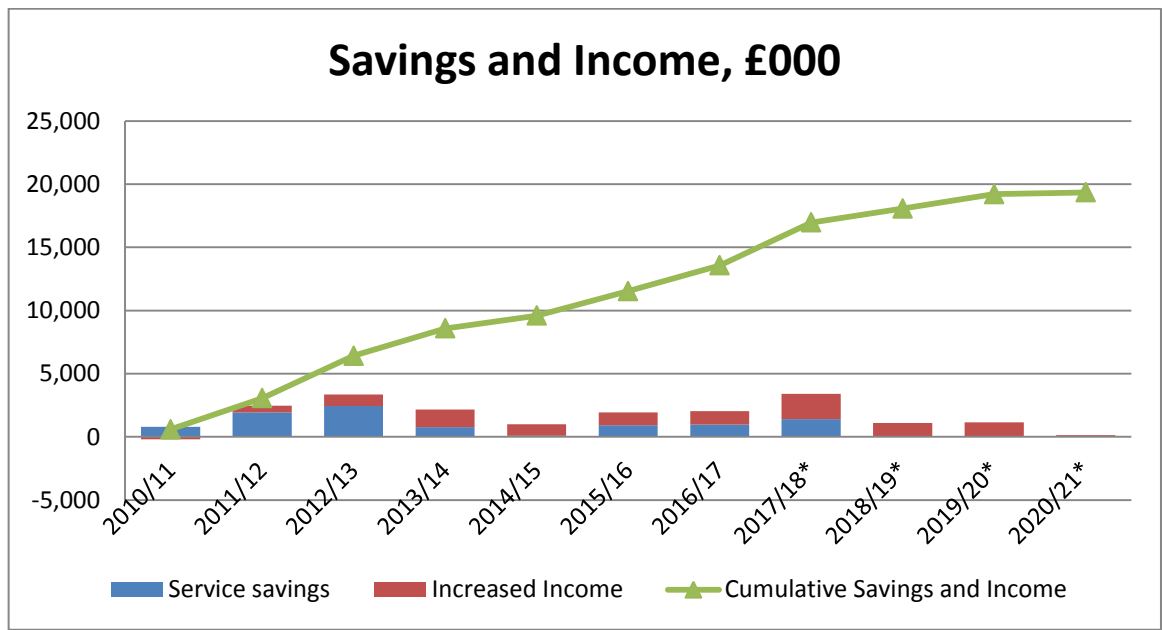
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- Provision for the loss of various grant funding from Surrey County Council (£455,000)
- Additional procurement officer resources (£35,000)

In addition, the budget makes provision for the cost of the new apprenticeship levy on large employers of £135,000 and £60,000 to meet the increased requirements of the data protection act.

Savings and Income

- 7.1 As part of the drive to continue to deliver services with fewer resources, the Council is undertaking a transformation programme to remodel services, achieve savings and increase income to achieve a sustainable financial future. In addition, we undertook a business planning exercise in 2017-18 to identify transformation and other savings for the medium term. Since 2010-11, the Council has generated a total of £7.9 million in savings and £5.6 million in additional income.
- 7.2 The budget includes further savings and additional income proposals of £3.4million for 2017-18 and the medium term financial plan assumes a further £2.3 million savings and additional income can be achieved between 2018-19 to 2020-21, which were identified from the business planning process undertaken in 2017-18. The graph below summarises the savings and additional income achieved since 2010-11.



Medium Term Financial Strategy

- 8.1 The medium term financial strategy (MTFS) provides a framework within which we will prepare annual spending plans. In essence, it sets a framework for our spending plans and use of resources over the medium term, ensuring that we have a sustainable financial future. Adopted by the Executive for the first time for the 2009-10 financial year, it has provided a framework that has enabled officers to focus on the delivery of savings without affecting service levels or quality.
- 8.2 We have reworked the financial projections to 2020-21 at a summary level, but many of the assumptions (for example, interest rate movements) could in reality be significantly different. We will review the MTFS at a more detailed level once the

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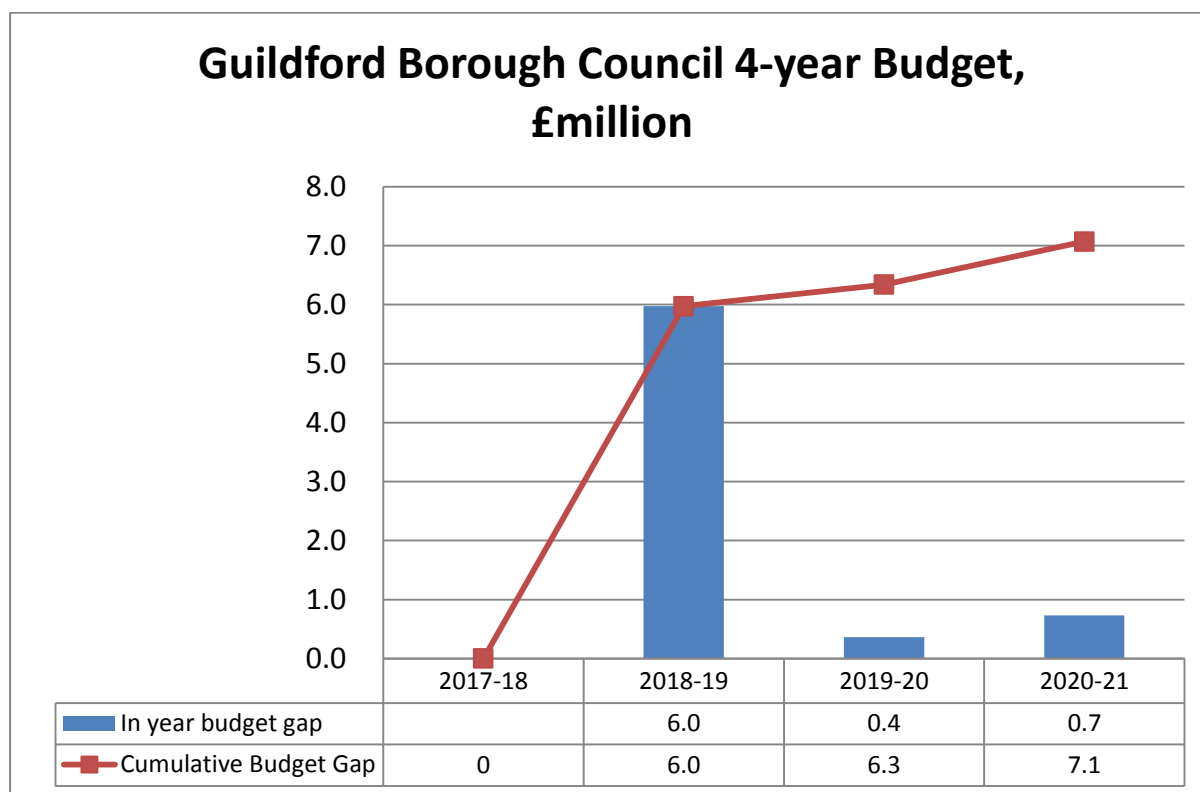
Council approves the budget for the year and we will include it in the final budget book.

- 8.3 Officers prepared the medium term figures using the assumptions in the table below. The Executive approved the assumptions at its meeting on 19 July 2016. These assumptions are for outline planning purposes only and have been reviewed and updated throughout the budget process. They will be subject to further review and update before detailed estimates are prepared for each financial year.

	2017-18	2018-19	2019-20	2020-21
General Inflation	1.5%	2.0%	2.0%	2.0%
Payroll	1.75%	2.0%	2.0%	2.0%
Income	3.0%	3.0%	3.0%	3.0%
Council Tax increase	£5 (approx. 3.3%)	£5 (approx. 3.3%)	£5 (approx. 3.3%)	1.9%
Business Rates Inflation	2%	3%	3%	2%
Revenue Support Grant (RSG) decrease	-71%	No RSG	No RSG	No RSG
Council Tax Base Increase (New homes)	1.90%	0.61%	0.79%	1.31%
Housing Rents	1 % reduction	1% reduction	1% reduction	CPI
Average Weighted Investment Returns	1.58	2.0	2.1	2.1

- 8.4 Approved capital expenditure is built into the cash flow projections. The statutory MRP relating to the capital-financing requirement (the underlying need to borrow) has been built in with reference to the life of the assets involved, in accordance with the MRP policy within the Treasury Management Strategy.
- 8.5 Given these assumptions, our projections show that there is a significant gap between projected income and expenditure over the period 2017-18 to 2020-21 as demonstrated below.

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8.6 We estimate that the funding gap totals approximately £7.1 million over the plan period (to 2020-21).

8.7 The principal causes of the budget gap are follows:

	£million
RSG and other grant reduction	£1.5
Reduction in retained business rates	£1.3
Reduction in investment income / Increase in interest payable	£3.3
Net savings / additional income in services	(£1.3)
Inflation	£0.9
Increase in provision for debt repayment (MRP)	£1.4
Total	£7.1

8.8 Councillors and Senior Officers are acutely aware of the need to retain a firm grasp on controlling expenditure, efficiency programmes and budget monitoring.

8.9 Bearing in mind our ambitious corporate plan, plans to regenerate the Slyfield Area, the results of the Allies and Morrison report and our stated desire to redevelop the North Street area and other parts of the town centre, in the medium term we expect that our income from business rates will fall as these schemes are implemented. We have planned to mitigate the loss and spread the impact of the reduction in income over time. As a result, our medium term financial plan assumes that we will contribute any unused amount of our share of business rate levy into the business rates equalisation reserve in 2017-18 to offset future reductions. During the development phase of the projects, we will transfer funds from the reserve to support the revenue budget. Once developments are completed, we should experience a growth in business rates, rental income or capital receipts.

8.10 As outlined in paragraph 7.2, the medium term budget gap already assumes that £2.3 million savings and additional income proposals (put forward as part of the

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2017-18 business planning process) identified for 2018-19 to 2020-21 can be achieved. There is a risk that if the savings and income proposals are not achieved then the budget gap will be higher.

- 8.11 The Council is continuing to pursue a programme of transformation to address the budget gap and ensure a financially sustainable future. The transformation programme has three strands:
- i. Commercial / traded services
 - ii. Asset investment
 - iii. Fundamental service reviews.
- 8.12 All of these figures are subject to further scrutiny and will be revised as the budget process for 2018-19 to 2020-21 proceeds and further information becomes available. Any action taken to close the gap in one year will benefit future years (assuming that it is not a one-off saving).

Robustness of Estimates

- 9.1 The budget process was started in July 2016 and the inflation assumptions outlined in paragraph 8.3 above were used in the preparation of the 2017-18 estimates outlined in the budget report.
- 9.2 Staffing costs have been included based on the Full Time Equivalent (FTEs) included within the establishment and charged to the General Fund (approximately 720).
- 9.3 A composite loss allowance of 1.0% has been assumed for the council tax base, a reduction of 0.5% from 2016-17.
- 9.4 The effects of the capital programmes have been taken into account both in the revenue budget and in predicting cash flow for investment purposes. For the purposes of calculating interest on balances, the average base rate has been assumed to be 0.25%. The impact of longer-term investments made in order to protect the Council's investment income means that an average rate for in-house investments of 1.1% has been assumed and a weighted average return of 2.95% has been assumed on externally managed investments. Interest rate predictions remain extremely uncertain.
- 9.5 Service level risk assessments are in place for major areas. The corporate risks are included in the corporate risk register, whilst service risk registers are available on the intranet along with comprehensive guidance about how to identify and score risks. We complete a financial risk register, which is reported as part of the annual final budget book; this will be reviewed, updated and reported as part of the 2017-18 budget book. This will outline the main financial risks the Council will face in terms of operating within its budget for 2017-18.
- 9.6 The Society, Environment and Council Development Executive Advisory Board (at its meeting on 21 November) and the Executive (at its meeting on 29 November 2016) considered the outline budget.
- 9.7 The assets review programme currently underway may identify some assets that could be disposed of, but none are expected to be of significant value individually to generate large capital receipts

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- 9.8 Looking forward, based on our current assumptions, we predict a significant budget deficit over the outline period (to March 2021) as outlined in paragraphs 8.6 to 8.9. Action to address the deficit is underway as outlined in paragraph 8.10; however, this remains a significant challenge for the Council.

Adequacy of reserves and balances

- 10.1 The value of General Fund earmarked revenue reserves, as at 1 April 2016 was £31.5 million. The estimated value of all revenue reserves over the plan period is:

Reserve	Actual 2015-16 Balance, £ million	Projected 2016-17 Balance £ million
General Fund Reserves (working balance)	3.7	3.7
Housing Revenue Account (HRA) Reserve, incl. Major Repairs Reserve (MRR)	6.0	6.0
Earmarked GF Reserves	31.5	27.7
Earmarked HRA Reserves	55.2	60.0
Usable Capital Receipts Reserve (General)	0	0
Usable Capital Receipts Reserve (housing related)	27.2	24.7
Total Usable Reserves	123.6	122.1

- 10.2 The figures include some earmarked reserves held for specific purposes (for example, Insurance) and £3.7 million developers SPA contributions that cannot be used to support the council tax or capital schemes. This approach, which enables the Council to even out the impact of significant costs, is considered prudent.
- 10.3 The General Fund revenue balance (working balance) is maintained at £3.75 million, which is considered an adequate level.

Budget risks

- 11.1 The Council faces many risks to the successful delivery of a balanced budget. The major ones are explained below.
- 11.2 **The economic situation.** Particular consideration will need to be given to the following in the budget proposals:
- Loss of rental income on investment properties
 - Loss of interest from investments arising from bank base rates remaining at a low level for longer than expected
 - Increase in housing benefit claimants and bad debts
 - Potential increase in homelessness
 - Loss of income from Fees and Charges
- 11.3 **Delivery of savings and income.** The Council has embarked on transformation programme to deliver savings and income generation required to balance the budget over the medium term. If the programme is not be delivered on target it will affect the Council's ability to contain expenditure within budget in year, thus potentially reducing reserves and will increase the budget gap in future years of the medium term financial plan.

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- 11.4 **Welfare Reform.** At its meeting on 6 December 2016 the Council approved the Local Council Tax Support Scheme (LCTSS) for 2017-18. There were no changes to the revised scheme, which was first introduced in 2016-17. The revised scheme has made savings for the council but we are aware of the possibility that some residents may find themselves in financial difficulty as a reaction to the savings in the national welfare budget and have maintained a £40,000 hardship fund for these cases. In addition, there will be further welfare reforms in the future, which are likely to influence the support we are able to offer council taxpayers. Although the number of claims is currently stable, any increase in take-up of the scheme is a direct cost to the General Fund, as we no longer receive a direct grant linked to expenditure levels.
- 11.5 Universal credit, which will replace housing benefit, was implemented from May 2016. The government expects the full roll-out to be complete by mid-2018, for all new benefit claims, with the final stage (converting the stock of existing claims to Housing benefit onto Universal Credit) to be complete by early 2022. The pace of roll-out will be dictated by the number of new claims, which will either be brand new claims or those coming back on to benefit having previously been a recipient. We will be closely monitoring the pace of change, as it will significantly influence our use of human and financial resources during this time. Some staff may choose to leave in advance of the final transfer of work to the Department for Work and Pensions (DWP), which could affect the speed of our processing and the level of customer service we can provide.
- 11.6 The government has also commenced a review of local council tax support, which it promised, following a three year settling down period. There are some suggestions that LCTS could end up packaged with Universal Credit for the long term, which will also have an effect on our resources. Officers will report on the outcomes of the government review once it has been completed and local authorities advised of the findings.
- 11.7 The welfare changes may also affect the Council through vulnerable people placing an increase in demand for services such as homelessness and housing advice.
- 11.8 Businesses and Council Tax payers have the right to request payment of their bill by 12 instalments instead of 10. If large numbers of payers take this option it will adversely affect cash flow and therefore interest receipts.
- 11.9 **Corporate Plan.** The Council has an ambitious corporate plan, but it will present risks, which will need to be identified on an item-by-item basis and the Council's appetite for taking on risk agreed.
- 11.10 **Regeneration.** The Council is likely to promote regeneration of parts of the town centre where we are a landowner, in order to promote better use of our assets and better transportation links. All will necessitate the identification and acceptance of an appropriate level of risk. There are three major capital regeneration schemes during the medium term budget period; North Street, Slyfield and parts of the town centre along the river corridor. These schemes are schemes that only happen once in a generation and we would not normally expect the Council's on-going capital programme to include schemes of this size under normal operating cycles. Taking these schemes forward will have significant financial risks for the Council. Officers are currently looking at alternative legal structures to help us manage those risks. In particular, Slyfield Area Regeneration Scheme will carry significant financial risk to the Council. The scheme is likely to require the Council to undertake significant upfront investment and the time lag between the investment and the eventual sale of

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properties will be a number of years. The Council will seek to understand the level of risk and mitigate wherever possible

- 11.11 **Capital Programme.** As a consequence of the corporate plan, the Council has an ambitious capital programme, in order to invest in the Borough, and Council services, to deliver the targets within the corporate plan. The decision on how each individual scheme is funded will be taken as part of a further, more detailed, business case for each scheme, than that submitted as part of the bids included within the capital programme report.
- 11.12 The capital programme for 2017-18 to 2021-22 shows the Council has an underlying need to borrow of £392 million. The revenue impact of borrowing includes:
- borrowing costs
 - interest
 - on-going operating costs and
 - where known, income associated with each scheme.
- 11.13 The revenue implications of the capital programme are included within the Council's general fund revenue budget and contribute towards its medium term financial plan budget gap.
- 11.14 As part of the capital programme report, the Council includes a prudential indicator on the affordability of the capital programme known as the 'Incremental impact of capital investment decisions'. This prudential indicator for the medium term plan period 2018-19 to 2021-22 shows an increase in the cost of the capital programme on the Band D Council Tax, which is in excess of the amount we can raise Council Tax by under the referendum criteria. However, in a number of schemes (e.g., Bright Hill and SaRP) there may be revenue income from the scheme, which cannot be reasonably estimated until the detailed business case is prepared and is likely to occur in years 6 to 10, which is beyond the medium term plan period. In other schemes (e.g., North Street and Bedford Wharf), the revenue income could reasonably be expected to be higher than the amounts currently included within the budget, once the detailed business case is prepared. Therefore, the prudential indicator could be lower in future years than currently projected.
- 11.15 To meet its medium to long-term financial commitments, the Council will need to generate further capital receipts, service and transformation efficiencies, additional revenue income and capital grant income and contributions.
- 11.12 **Business rates retention scheme.** There continues to be volatility in our business rate income due to voids, appeals, revaluations and bad debts. This uncertainty makes it difficult to accurately budget for business rate income and close monitoring through the year is crucial to identify any shortfalls at an early stage. If a large business chose to close or relocate away from Guildford, it would adversely affect our income. At 31 December 2016 the Valuation Office Agency (VOA) had 475 appeals outstanding for properties in the borough in relation to the 2010 Rating List. Successful reductions may result in overpayments going back as far as 2010, which need to be repaid to ratepayers in a lump sum. In the first six months of 2016 the VOA diverted resources to revaluation work, however in the most recent quarter an increased number of appeals were resolved. One of the outstanding appeals relates to Virgin Media, which if successful could mean a repayment of around £3 million.
- 11.13 All businesses have had their rateable values reassessed from 1 April 2017. On average rateable values have increased in Guildford borough by 16%, however the underlying detail is very mixed with around 40% of properties having a reduction

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whilst 11% have increases in excess of 50%. Guildford Borough Council sees an increase in rateable value of an average 25%, with the actual rates bill for our occupied properties increasing by over £400,000.

- 11.14 In setting the business rate multiplier for 2017-18, the Government has taken into account the estimated value of appeals it anticipates following the revaluation exercise. History shows that government have consistently underestimated the level of appeals following a revaluation exercise. If appeals are higher than government estimates, this will result in a loss of business rate income for the Council. The risk of volatility in income due to appeals will fall solely on the Council post 2020 under the proposal for local government to keep 100% of business rates. Alongside the revaluation the government has introduced a new three level transitional scheme to phase in both increases and decreases in charge, plus they have extended the Small Business Rate Relief scheme so that more ratepayers benefit from it. This softens but does not remove the impact of the increased rateable values on ratepayers.
- 11.15 In 2016, the Government issued a consultation on business rates reform (100% rates retention) and a fair funding review. The results of the consultation are not known however, Government will be issuing a further technical consultation on the implementation of 100% business rates retention in 2017. I expect that the Council's relative need to spend will be reduced by government as part of the fair funding review, as government will look to re-allocate resources into high demand services such as social care and will continue to expect local authorities to contribute towards meeting national austerity targets. This is likely to mean that the tariff payable by the Council under the business rates retention scheme could increase from 2020 onwards, as indicated by the 2019-20 tariff adjustment included in the multi-year settlement. The impact of increasing the tariff adjustment is that Guildford will retain less business rates locally than it does now. The Council currently keeps approximately 5% of the business rates collected. By 2020, I expect this to reduce to below 3%.
- 11.16 **Surrey County Council.** The Council is aware of the significant financial pressure faced by our partner, Surrey County Council (SCC) because of demand and cost pressures within the social care system. The financial sustainability of the social care system is a nationally recognised problem however, the impact it is having at a local level within Surrey is severe. When SCC agreed its 2017-18 budget on 7 February 2017 it proposed a significant rise in Council tax of 15% and received advice from its Chief Financial Officer (CFO) that the financial challenges facing Surrey County Council as it sets the budget for 2017-18 are now even more serious than those set out when they set the budget for 2016-17, and that SCC's finances only become sustainable for the long term future so long as the substantial planned on-going service efficiencies and transformations totaling £93m are achieved and the referendum on an excessive council tax rise is successful. In the same report, the Council received advice that the CIPFA financial resilience review of SCC, undertaken in November 2016, reported that SCC could not manage until 2019-20 through reliance wholly on reserves, which are already somewhat depleted. Furthermore CIPFA advised that any service reductions not yet planned would only have a part year impact in 2017-18 due to the need for public consultation and equality impact assessment ahead of implementation.
- 11.17 Surrey County Council did not vote for a 15% rise in its council tax at the meeting on 7 February 2017. Instead it reverted to its substitute budget, which included a rise of 4.99% in council tax (the maximum allowed without holding a referendum). SCC's substitute budget was described by the CFO of SCC as 'representing a very serious threat to the council's financial sustainability' and 'includes significant risk of not

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balancing as additional and material service reductions, in addition to already stretching service reduction plans, are required to be delivered and have not at this stage been identified'. The CFO of SCC went on to say that it was her view that there would need to be a significant unplanned use of earmarked reserves which would take reserves below the safe minimum levels unless they are replenished in the following year.

- 11.18 Guildford Borough Council currently receives approximately £2.1 million of funding from SCC for various services such as waste and community care and further funding of £250,000 within the HRA for supported and sheltered housing. There is a significant risk that this funding will cease, if not in 2017-18, then in future years of the medium term financial plan as SCC looks to deliver its unprecedented scale of service transformation. In addition, it has come to light that Surrey County Council may take part in a pilot for 100% business rates retention in 2018-19. It is my understanding that such a pilot can only proceed where a devolution deal has been agreed and a combined authority exists or where a unitary authority has been established. A 100% business rate retention pilot would need to include the District and Borough Councils of Surrey, including Guildford Borough Council, and it is at this stage unclear what taking part in a pilot would require, including the financial impact.
- 11.19 **Devolution.** To deliver public service transformation and infrastructure investment, the government is considering a number of devolution proposals to transfer further national government responsibilities to local areas. These proposals are closely aligned to the implementation of 100% business rates retention. The Council is currently engaging with partners around discussions for a devolution deal for the '3 Southern Counties' (3SC) of East and West Sussex and Surrey. The financial terms of any devolution deal are currently unknown however; Guildford Borough Council expects that any devolution deal agreed will involve some payment of monies relating to future growth on business rates and council tax to a combined authority to support investment in infrastructure. There is a risk that if the Council and its partners are unable to negotiate a suitable devolution deal that the borough will not receive the investment in infrastructure which it needs.
- 11.20 **'Brexit'**. In June 2016, following a referendum, the United Kingdom (UK) voted to leave the European Union (EU). The government has not yet triggered Article 50, which is the formal process that would allow the UK to leave the EU. The financial consequences of leaving the EU and the terms on which the UK leaves pose a significant risk to the UK economy, in particular the need for, and length of, any further government spending reductions pose a significant risk to the medium term financial plan of the Council.

Conclusion

- 12.1 The Council faces many challenges over the medium term. We have an exciting and ambitious corporate plan and will continue to have a high demand for some of our services, particularly relating to welfare and environmental services. Continued significant reductions in Government funding mean that we have a gap between projected expenditure and funding that we will have to address, which we intend to do through projects such as commercialisation and traded services, asset investment and fundamental service reviews.

Sue Sturgeon,
Managing Director and Chief Finance Officer

Medium Term Financial Strategy 2017-18 to 2020-21

In planning its future budgets, the Council will adopt an organisational model of the 'Entrepreneurial Council'; the Council will aim to deliver services through a variety of commercial and non-commercial vehicles designed to offer service managers the freedom to grow and expand services through innovation, trading, and selling spare capacity into other non-traditional markets in order to maintain and improve the provision of services to existing customers.

Revenue

1. The detailed budget will be prepared with an allowance for a pay award, but with no allowance for general inflation unless there is a contractual agreement. Each year, members will determine a guideline increase for fees and charges.
2. To conduct a business planning exercise to direct resources to meet council priorities, as set out in the council's corporate plan, and to consider bids for growth with reference to the strategic priorities set out in the corporate plan.
3. To produce an outline budget for a rolling 4 year period.
4. To develop the council's transformation programme (approved by the Joint Scrutiny Committee on 17 November 2015), to ensure a package of measures is available to balance the budget over the medium term, ensure a long term sustainable financial future for the council and sound financial governance. The transformation programme will include:

Efficiencies, Savings & Service Transformation	Income Generation or Commercialisation
Recruitment and Retention – train our own: greater use of apprenticeships, trainee schemes and social enterprises in service delivery	Sale of services (e.g., Building / Garden Maintenance) to other organisations / general public
Implementation of the customer services strategy	Rationalisation of and investment in the Council's property assets, in particular its industrial estates to increase utilisation, promote economic development, and increase both rental and business rates income
Invest to Save – Digital technology, automation of services and self-service through web/ app	Undertake major regeneration projects and economic development projects to generate an increase in business rates, capital receipts and revenue rental income
Possibility to develop shared service or commercialisation / trading options:- e.g., Community Meals, Community Services, Regulatory services, Asset Management, Legal, IT, Finance, Audit & HR	
Electric Theatre Review	Museum Review

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Build capacity within the community to support themselves through voluntary and community groups: reduce reliance on the Council	Grow North Downs Housing Ltd (the Council's wholly owned housing company) to increase the provision of homes of all tenures in the borough
Continuation of Fundamental Service Review / Lean Review programme to review options for each individual service	Invest to Save - Energy Management review & Community Energy Scheme
Vacancy review	Fees and Charges / Income Review

5. To develop an income generation strategy and corporate charging policy to review and consolidate the different service level charging policies, and conduct a rolling detailed review of all fees and charges, to ensure that those who can pay the full cost a service do so.
6. Supplementary estimates will only be approved in exceptional circumstances; we will firstly seek to identify savings as a means of meeting additional costs or bids for additional expenditure and then look to utilise virements if we cannot find savings.
7. A working balance, currently £3.75 million, will be retained and will be assessed for reasonableness on a regular basis as part of the final accounts process.
8. All items of expenditure, even if funded by a grant from a third party must have an approved capital or revenue budget. Where a specific grant is received, the expenditure must be approved; any under spending is returned to the general reserve and not left as a contingency in the service budget.
9. Any under spending on grants will be treated as an under spend and not carried forward for spending in the following year unless the grant has a specific condition attached to it.
10. To spend the New Homes Bonus grant as set out in the Council's New Homes Bonus Policy adopted by the Council at its meeting on 10 February 2016
11. To utilise the Council's invest to save earmarked reserve to pump prime any investment required under the Council's transformation programme to achieve savings. The Council will also investigate the flexible use of capital receipts should the resources available in the invest to save reserve be insufficient to pump prime investment.
12. As part of our Corporate Plan, we will undertake the redevelopment of key parts of our town centre during the business plan period. During the redevelopment schemes, we expect that our income from business rates will fall. As a result, we anticipate contributing our share of business rate levy into the business rate reserve, to offset future reductions. During the development phases of the projects, we will transfer funds from the reserve to support the revenue budget. Once developments are completed, we should experience a growth in business rates.
13. To commit to pooling a share of the future revenue generated from council tax and business rates growth arising from the Council's Proposed Submission Local Plan to finance investment in infrastructure.
14. To transfer the majority of any underspend achieved at the end of each financial year to a combination of the invest to save earmarked reserve and the budget pressures earmarked reserve to offset future service growth pressures and pump prime transformation projects.

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Capital

10. A single capital programme will be prepared each year over a 4/5 year rolling period as part of the detailed budget process, so that the impact of decisions on the capital programme will be considered as part of the budget process. The capital programme will include both approved and provisional schemes so that we can clearly see the impact of our future capital requirements.
11. A 10-year capital strategy or vision will be prepared to include the impact of some of our long term strategic regeneration projects.
12. We will review each year how the capital programme is to be financed in relation to capital receipts, revenue or earmarked reserves.
13. The council will consider whether it is appropriate to borrow to fund large capital schemes: in doing so it will consider the impact on the budget and the cost of early repayment.
14. In planning our capital expenditure we will only take account of future capital receipts where there is a reasonable degree of certainty about their receipt.

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Movement in General Fund net budget – summary

The major reasons for the change between the 2016-17 and 2017-18 General Fund net budget (excluding Parish precepts) are as follows:

	£000
Net budget 2016-17 (excl Parish precepts)	41,533
Inflation and other adjustments	236
Unavoidable adjustments and commitments	674
Business Rates Retention Scheme	2,000
Net effect of interest rate and cash flow movements	414
Revenue effects of financing capital expenditure	44
Transfers to reserves	735
Investment in services	1,859
Non-specific government grants	111
Increased income	(2,102)
Efficiency savings	(1,304)
Net budget 2017-18 (excl Parish precepts)	44,201
Increase in net budget	2,668

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Movement in General Fund net budget – detail

The table below shows the budget movement analysed across the elements of the budget.

	2016-17 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Efficiency savings	Increased income	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2017-18 net budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Directorate												
Community Services	6,009	112	(486)	-	478	(4)	-	-	-	-	-	6,089
Corporate Services	3,627	122	(19)	-	170	-	-	-	-	-	-	3,900
Development	(26)	112	(1,818)	-	360	(300)	(100)	-	-	-	-	(1,772)
Environment	9,556	(276)	1,237	-	-	(625)	-	-	-	-	-	9,891
Managing Director	116	17	638	-	1,030	(240)	(1,942)	-	-	-	-	(381)
Resources	3,985	148	374	-	(178)	(114)	(60)	-	-	-	-	4,155
Total directorate level	23,267	236	(75)	-	1,859	(1,304)	(2,102)	-	-	-	-	21,882
Depreciation (contra to Directorate budgets)	(9,773)	-	749	-	-	-	-	-	-	-	-	(9,024)
Directorate level excl depreciation	13,494	236	674	-	1,859	(1,304)	(2,102)	-	-	-	-	12,858
External Interest	(928)	-	-	438	-	-	-	-	-	-	-	(490)
Interest payment to HRA	476	-	-	(24)	-	-	-	-	-	-	-	452
Minimum Revenue Provision	615	-	-	-	-	-	-	-	614	-	-	1,229
<i>Revenue Contributions to Capital</i>												
Met from: Reserves	2,484	-	-	-	-	-	-	-	(569)	-	-	1,915
Total before transfers to/from reserves	16,141	236	674	414	1,859	(1,304)	(2,102)	-	44	-	-	15,963

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	2016-17 net budget	Inflation & other adjustments	Unavoidable adjustments & commitments	Net effect of interest rate & cash flow movements	Investment in Services	Efficiency savings	Increased income	Business Rates Retention Scheme	Revenue effects of financing capital expenditure	Transfers to reserves	Non-specific government grants	2017-18 net budget
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Transfers to and from reserves	(564)	-	-	-	-	-	-	-	-	735	-	171
Total after transfers to and from reserves	15,577	236	674	414	1,859	(1,304)	(2,102)	-	44	735	-	16,134
Business Rates Retention Scheme payments												
Business rates tariff	28,293	-	-	-	-	-	-	1,920	-	-	-	30,213
Business rates levy	-	-	-	-	-	-	-	-	-	-	-	-
Business rates - payment to pool re levy	573	-	-	-	-	-	-	80	-	-	-	653
Non specific government grants												
s31 grant re BRR scheme	(446)	-	-	-	-	-	-	-	-	-	(188)	(634)
Transition grant	(102)	-	-	-	-	-	-	-	-	-	-	(102)
New Homes Bonus	(2,362)	-	-	-	-	-	-	-	-	-	299	(2,063)
GUILDFORD BOROUGH COUNCIL NET BUDGET	41,533	236	674	414	1,859	(1,304)	(2,102)	2,000	44	735	111	44,201

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Guildford Borough Council Medium Term Financial Plan - Growth/Savings Bid and Additional Income Summary

Directorate	Project Reference	Project Name	Project Description	Programme or Project Manager	Sum of Growth 2017/18 (£)	Sum of Savings 2017/18 (£)	Sum of Income 2017/18 (£)	Sum of Growth 2018/19 (£)	Sum of Savings 2018/19 (£)	Sum of Income 2018/19 (£)	Sum of Growth 2019/20 (£)	Sum of Savings 2019/20 (£)	Sum of Income 2019/20 (£)	Sum of Growth 2020/21 (£)	Sum of Savings 2020/21 (£)	Sum of Income 2020/21 (£)
Community	PR000420	Discretionary Housing Payments - supplementary budget	Central Government provides funding for Discretionary Housing Payments which can be awarded on top of housing benefit to households in circumstances which mean they need funding in excess of housing benefit maximum allowance on welfare grounds such as preventing homelessness. The Council has discretion to use up to 2.5 times as much of its own funding to add to this grant as a top-up.	Kim Rippet	30,000			20,000			15,000			15,000		
Community	PR000422	Housing Development staff saving	Retaining existing vacant post with reduced hours to assist with Housing Company and Housing Development/stragey work, resulting in overall saving.	Kim Rippet		(10,000)			(10,000)			(10,000)			(10,000)	
Community	PR000457	Sale of Services to Housing Company	Services provided by the Council to the housing company, resulting in income to the General Fund.	Philip O'Dwyer		(15,000)			(15,000)			(15,000)			(15,000)	
Community	n/a	Health/Community Restructure - Staff Savings	A restructure of Community Care has been undertaken in 2016-17	John Martin	3,000				(57,000)			(34,000)			(10,000)	
Community	n/a	Surrey County Council grant income loss	Due to the financial situation facing the County Council it is highly likely that all grant funding to the borough Council will cease over the next few years.	Philip O'Dwyer	445,000			2,108,000			2,108,000			2,108,000		
Corporate	PR000439	Apprenticeship Levy	Payment of an apprenticeship levy to central government as an employer with a pay bill of more than £3 million per annum. The levy will be charged at a rate of 0.5% of our annual pay bill.	Clare Matton	135,000			135,000			135,000			135,000		

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Directorate	Project Reference	Project Name	Project Description	Programme or Project Manager	Sum of Growth 2017/18 (£)	Sum of Savings 2017/18 (£)	Sum of Income 2017/18 (£)	Sum of Growth 2018/19 (£)	Sum of Savings 2018/19 (£)	Sum of Income 2018/19 (£)	Sum of Growth 2019/20 (£)	Sum of Savings 2019/20 (£)	Sum of Income 2019/20 (£)	Sum of Growth 2020/21 (£)	Sum of Savings 2020/21 (£)	Sum of Income 2020/21 (£)
Corporate	PR000451	Procurement Support Assistant Growth Bid	This is a growth bid for the 2017-18 financial year for continuation of the Procurement Support Administrator role. This role is currently being advertised on a 6 month fixed term basis and is expected to be filled in Nov/Dec 2016, meaning the initial period will finish in May/June 2017 and it is likely additional time will be required to complete the role's core objective. The core objective is to implement a public contracts register and ensure the Council meets its transparency obligations.	Nathaniel Burrows	35,000			35,000			35,000			35,000		
Environment	PR000406	Crematorium rebuild/refurbishment - revenue implications of capital bid	To cover revenue implications through rebuilding or refurbishing Guildford Crematorium and the anticipated disruption while the works take place. this bid is contingent on various models for delivering the project and the decision to rebuild or refurbish the crematorium. This follows on from the capital bid PR000136	Paul Stacey				846,000			200,000					(143,000)
Environment	PR000416	Stoke Park - Home Farm Redevelopment - Revenue Implications of Capital Bid	Development of Home Farm to enable community or commercial use to contribute to Stoke Park	Paul Stacey												
Environment	PR000424	Exhibition lighting Guildford House - Revenue Implications of capital bid	Improve lighting in public areas of Guildford House, replacing the current outdated and inefficient installation with a new system, providing greater functionality for services within the House, notably the temporary exhibition galleries and Tourist Information Centre; improved appearance for important historic interiors and increased energy efficiency.	Jill Draper					(1,300)			(1,300)			(1,300)	

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Directorate	Project Reference	Project Name	Project Description	Programme or Project Manager	Sum of Growth 2017/18 (£)	Sum of Savings 2017/18 (£)	Sum of Income 2017/18 (£)	Sum of Growth 2018/19 (£)	Sum of Savings 2018/19 (£)	Sum of Income 2018/19 (£)	Sum of Growth 2019/20 (£)	Sum of Savings 2019/20 (£)	Sum of Income 2019/20 (£)	Sum of Growth 2020/21 (£)	Sum of Savings 2020/21 (£)	Sum of Income 2020/21 (£)
Environment	PR000454	Changes to recycling budget	The 2017/18 recycling budget requires adjustment to reflect market conditions for materials and the result of our tender for these materials in September 2016.	Chris Wheeler	285,990			285,990			285,990			285,990		
Environment	PR000456	Your Stories, Your Museum	This project will increase the engagement and involvement of the community with the museum and develop their role in shaping the "new" Guildford Museum and building audiences for it. It will also drive organisational change at Guildford Museum, developing the Heritage Team to enable them to take on a new role as community facilitators.	Jill Draper	13,757			13,757			13,757			13,757		
Environment	PR000443	Parks Playground Repairs & Maintenance	This bid seeks to increase the playground repair budget over three years to carryout major repairs that are required to maintain the boroughs children's playgrounds	Richard Anderson	60,000			60,000			60,000			60,000		
Environment	n/a	Car Parks Income	Increase in income arising from the proposed 2017-18 car parking business plan	Kevin Mckee			(100,000)			(100,000)			(100,000)			(100,000)
Environment	n/a	Parks FSR /restructure Savings Target	Parks and Leisure Services are to carry out an FSR and restructure during 2017-18. The service received a growth bid for £130,000 for staffing as part of the budget for 2016-17 which has not been utilised. However, whilst it is anticipated that some of the unspent budget can be saved during the restructure/FSR there continues to be a need to invest in parks infrastructure and it is proposed that an increase in staffing of the repairs and maintenance team will be required to achieve this. Therefore it is envisaged that not all of the additional budget awarded in 2016-17 can be saved.	Paul Stacey		(70,000)			(70,000)			(70,000)			(70,000)	

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Directorate	Project Reference	Project Name	Project Description	Programme or Project Manager	Sum of Growth 2017/18 (£)	Sum of Savings 2017/18 (£)	Sum of Income 2017/18 (£)	Sum of Growth 2018/19 (£)	Sum of Savings 2018/19 (£)	Sum of Income 2018/19 (£)	Sum of Growth 2019/20 (£)	Sum of Savings 2019/20 (£)	Sum of Income 2019/20 (£)	Sum of Growth 2020/21 (£)	Sum of Savings 2020/21 (£)	Sum of Income 2020/21 (£)
Environment	n/a	Electric Theatre Review - Savings Target	Subject to the outcome of the current Electric Theatre Review, it is anticipated that the costs that the Council incurs in running the Electric Theatre can be substantially reduced. The savings target reflects the interim findings of the review and market testing exercise conducted with Owen Shipp.	James Whiteman		(230,000)			(300,000)			(300,000)			(300,000)	
Managing Director	n/a	General FSR / Staff savings target	There are a significant number of vacant posts around the Council that are held vacant pending a service restructure or Fundamental Service Review. A number of services are scheduled to undergo an FSR during the remainder of 2016-17 and 2017-18. This target is to reflect the required savings that need to be achieved.	Joan Poole		(450,000)			(450,000)			(480,000)			(480,000)	
Managing Director	n/a	Customer service strategy update	Savings to be reviewed from the revision of the customer service strategy	Steve White		(175,000)			(175,000)			(175,000)			(175,000)	
Development	PR000256	Full time salary funding for Tourism Marketing Assistant and Banner Boards Capital Bid	Former apprentice, who reports to the Tourism Manager, was offered a permanent role as a Tourism Marketing Assistant on the 1st of September. This was on the basis of a 12 month contract in lieu of more permanent funding being made available which is now being extend to March 2017. The role's responsibilities will now include management of the Guildford Borough Council owned banner boards which will make the role self-financing. Also included is capital bid for repairs and renewals	Chris Burchell	25,760		(16,000)	25,760		(16,000)	25,760		(16,000)	25,760		(16,000)
Development	PR000316	Sustainable Movement Corridor - Revenue implications of capital bid	Promote and pursue the funding and delivery of a sustainable movement corridor linking the main economic areas and development sites to the town centre	Rob Curtis	100,000											

**GUILDFORD BOROUGH COUNCIL
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Directorate	Project Reference	Project Name	Project Description	Programme or Project Manager	Sum of Growth 2017/18 (£)	Sum of Savings 2017/18 (£)	Sum of Income 2017/18 (£)	Sum of Growth 2018/19 (£)	Sum of Savings 2018/19 (£)	Sum of Income 2018/19 (£)	Sum of Growth 2019/20 (£)	Sum of Savings 2019/20 (£)	Sum of Income 2019/20 (£)	Sum of Growth 2020/21 (£)	Sum of Savings 2020/21 (£)	Sum of Income 2020/21 (£)
Community	PR000420	Discretionary Housing Payments - supplementary budget	Central Government provides funding for Discretionary Housing Payments which can be awarded on top of housing benefit to households in circumstances which mean they need funding in excess of housing benefit maximum allowance on welfare grounds such as preventing homelessness. The Council has discretion to use up to 2.5 times as much of its own funding to add to this grant as a top-up.	Kim Rippett	30,000			20,000			15,000			15,000		
Community	PR000422	Housing Development staff saving	Retaining existing vacant post with reduced hours to assist with Housing Company and Housing Development/stragey work, resulting in overall saving.	Kim Rippett		(10,000)			(10,000)			(10,000)			(10,000)	
Community	PR000457	Sale of Services to Housing Company	Services provided by the Council to the housing company, resulting in income to the General Fund.	Philip O'Dwyer		(15,000)			(15,000)			(15,000)			(15,000)	
Community	n/a	Health/Community Restructure - Staff Savings	A restructure of Community Care has been undertaken in 2016-17	John Martin	3,000				(57,000)			(34,000)			(10,000)	
Community	n/a	Surrey County Council grant income loss	Due to the financial situation facing the County Council it is highly likely that all grant funding to the borough Council will cease over the next few years.	Philip O'Dwyer	445,000			2,108,000			2,108,000			2,108,000		
Corporate	PR000439	Apprenticeship Levy	Payment of an apprenticeship levy to central government as an employer with a pay bill of more than £3 million per annum. The levy will be charged at a rate of 0.5% of our annual pay bill.	Clare Matton	135,000			135,000			135,000			135,000		

**GUILDFORD BOROUGH COUNCIL
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Directorate	Project Reference	Project Name	Project Description	Programme or Project Manager	Sum of Growth 2017/18 (£)	Sum of Savings 2017/18 (£)	Sum of Income 2017/18 (£)	Sum of Growth 2018/19 (£)	Sum of Savings 2018/19 (£)	Sum of Income 2018/19 (£)	Sum of Growth 2019/20 (£)	Sum of Savings 2019/20 (£)	Sum of Income 2019/20 (£)	Sum of Growth 2020/21 (£)	Sum of Savings 2020/21 (£)	Sum of Income 2020/21 (£)
Development	PR000402	Guildford Gyratory and Approaches - Revenue implications of capital bid	The aim is to remove the gyratory to create a more pleasant environment and open up the riverside to the Town Centre. The proposed GVG bridge will be considered as an option to create 2-way on all arms with Bridge Street becoming Bus/cycle only. This will require significant mitigation measures of reducing traffic joining and passing through the gyratory.	Rob Curtis	120,000											
Development	PR000435	Guildford platform capacity scheme study	Study to determine the form of the Guildford platform capacity scheme.	Zac Ellwood	150,000			50,000								
Development	PR000371	Strategic Property Acquisition Fund	The establishment of a Strategic Property Acquisition fund to allow the Council to purchase the remaining land and property within the town centre, where the site was included in the town centre master plan and the Council's emerging regeneration strategy, and the Council itself is the main land owner within the site	Karolina Bazyluk	54,040			100,500			160,500		(400,000)	220,500		(400,000)
Development	n/a	Planning Fees	Increase in the income target for planning application fees due to the general increase in planning applications	Tim Dawes			(100,000)			(100,000)			(100,000)			(100,000)
Development	n/a	Capitalisation of salaries	The major projects staff spend a significant amount of their time on the delivery of capital projects. It is proposed therefore to capitalise an element of the staff costs of the service to the individual capital projects	Claire Morris		(240,000)			(240,000)			(240,000)			(240,000)	

**GUILDFORD BOROUGH COUNCIL
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Directorate	Project Reference	Project Name	Project Description	Programme or Project Manager	Sum of Growth 2017/18 (£)	Sum of Savings 2017/18 (£)	Sum of Income 2017/18 (£)	Sum of Growth 2018/19 (£)	Sum of Savings 2018/19 (£)	Sum of Income 2018/19 (£)	Sum of Growth 2019/20 (£)	Sum of Savings 2019/20 (£)	Sum of Income 2019/20 (£)	Sum of Growth 2020/21 (£)	Sum of Savings 2020/21 (£)	Sum of Income 2020/21 (£)
Development	n/a	Rental of property purchase on Middleton industrial estate	A report is due to go before Executive in November 2016 and Council in December 2016 seeking approval to buy back the long-leashold of Unit 9 Middleton Industrial Estate. The income target reflects the current income that is being generated from the sub-lease which will be directly receivable by the Council following the purchase	Melissa Bromham			(16,000)			(16,000)			(16,000)			(16,000)
Development	PR000041	North Street Regeneration Project	The Council has a long standing stated aim to re-develop North Street. The proposed submission local plan June 2016, states that the North Street development site of 3.47ha has the scope for a substantial retail development of 45,000 metre square plus 200 or more residential units with supporting infrastructure including servicing, residents parking and public realm. There would be a minimum of 5,500 square meters of offices on site.										(739,750)			(739,750)
Resources	PR000410	Revenue and Payments Restructure Part 2	Restructure of Revenue and Payments service - this covers the additional savings that are now expected to be made.	Steve White		(114,000)			(114,000)			(114,000)			(114,000)	
Resources	PR000448	Data Protection Officer	CMT approved growth bid for recruitment of new post to meet legal obligations imposed under the General Data Protection Regulation (2016).	Adrian Hudson	60,650			60,650			60,650			60,650		
Resources	n/a	Millmead office space	As part of the millmead offices rationalisation project it is anticipated that more space can be rented out to Surrey CC therefore generating an additional rental income	Kevin Handley			(60,000)			(120,000)			(120,000)			(120,000)
Resources	n/a	20% Non-achievement allowance for growth only		Claire Morris	(238,831)			(548,831)			(547,831)			(547,831)		
GRAND TOTAL					1,859,366	(1,304,000)	(2,102,381)	3,191,826	(1,432,300)	(3,035,381)	2,551,826	(1,439,300)	(4,175,131)	2,411,826	(1,415,300)	(4,318,131)

**GUILDFORD BOROUGH COUNCIL
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GENERAL FUND SUMMARY NET EXPENDITURE AND MEDIUM TERM PLAN PROJECTION

Actual 2015-16		Estimate 2016-17	Probable 2016-17	Estimate 2017-18	2018-19	2019-20	2020-21
£		£	£	£	£	£	£
	Directorates - Net Expenditure						
6,289,109	Community Services	6,009,050	6,223,503	6,088,570	6,120,280	6,166,620	6,233,280
3,776,298	Corporate Services	3,626,980	4,008,608	3,900,120	3,991,100	4,084,500	4,180,270
(1,360,830)	Development	(26,360)	(493,960)	(1,772,050)	(3,203,680)	(4,358,750)	(4,216,270)
8,197,283	Environment	9,556,120	7,970,970	9,891,440	10,111,820	9,564,950	8,881,240
15,621	Managing Director	116,230	(151,031)	(381,340)	(383,520)	(385,750)	(388,050)
1,976,524	Resources	3,985,110	3,722,149	4,154,920	4,047,070	3,996,010	3,943,390
	Changes not yet allocated to directorates	0		0	2,052,670	2,552,670	2,103,060
18,894,005	<i>Total Directorate Level</i>	23,267,130	21,280,239	21,881,660	22,735,740	21,620,250	20,736,920
(6,981,478)	Depreciation (contra to directorate budgets)	(9,773,260)	(9,773,260)	(9,023,810)	(9,023,810)	(9,023,810)	(9,023,810)
11,912,527	<i>Directorate level excluding depreciation</i>	13,493,870	11,506,979	12,857,850	13,711,930	12,596,440	11,713,110
(1,437,185)	External interest (receivable)/payable (net)	(928,710)	(1,500,000)	(490,306)	1,418,897	959,340	1,696,590
332,979	Interest payable to Housing Revenue Account	476,100	390,000	452,150	1,276,800	1,695,300	1,194,220
294,546	Minimum Revenue Provision	615,250	354,461	1,228,584	1,663,335	2,598,078	4,059,534
(27,224)	Revenue income from sale of assets	0		0	0	0	0
	Revenue Contributions to Capital Outlay (RCCO)						
1,915,242	Met from: Capital Schemes reserve	0		0	0	0	0
950,063	Other reserves	2,484,000	2,484,000	1,914,600	862,000	537,000	537,000
113,428	General Fund	0	0	0	0	0	0
14,054,376	Total before transfers to and from reserves	16,140,510	13,235,440	15,962,878	18,932,962	18,386,158	19,200,454
	Transfers to and from reserves						
	Capital Schemes reserve						
(1,915,242)	Funding of Revenue Contribution to Capital Outlay	0	0	0	0	0	0
457,715	Contribution in year	0	0	0	0	0	0
428,000	Budget Pressures Reserve	(50,000)	(188,700)	(410,700)	(846,000)	(200,000)	0
2,665,474	Business Rates Equalisation reserve	(1,325,242)	(1,145,370)	346,160	363,763	410,797	(958,500)

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533,313	Car Park Maintenance reserve	(204,540)	(54,540)	176,470	(11,780)	(41,990)	(41,990)
(102,963)	Election Costs reserve	32,500	32,500	32,500	32,500	32,500	32,500
(84,097)	Energy Management Schemes reserve	(292,420)	(292,420)	(32,420)	18,830	19,580	19,580
(46,922)	Insurance reserve	16,860	49,257	(770)	83,440	123,530	123,530
204,578	IT Renewals reserve	(267,870)	(267,870)	458,780	273,580	298,530	298,530
150,612	Invest to Save reserve	799,022	745,529	105,960	149,500	89,500	250,000
0	Local Authority Business Growth Incentive reserve	(191,000)	(191,000)	0	0	0	0
778,815	New Homes Bonus reserve	1,361,505	1,361,505	(301,900)	1,813,367	2,100,640	2,439,906
46,164	On Street Parking reserve	(22,240)	(109,004)	(116,030)	51,090	74,790	74,790
(722,450)	Pensions Reserve (Statutory)	0	0	0	0	0	0
0	Recycling Reserve	0	(277,896)	0	0	0	0
171,880	Spectrum reserve	(68,540)	(68,540)	177,950	181,510	185,140	185,140
1,190,077	Other reserves	(352,180)	(141,525)	(265,202)	(139,970)	(91,882)	(91,882)
17,809,330	Total after transfers to and from reserves	15,576,365	12,687,366	16,133,677	20,902,792	21,387,293	21,532,058
Business Rates Retention Scheme payments							
28,059,754	Business Rates tariff payment	28,293,585	28,293,585	30,213,400	31,185,444	32,294,717	33,263,559
112,337	Business Rates levy payment	0	0	0	1,322,263	1,369,297	0
0	Business Rates - payment to pool re levy	573,021	532,354	652,892			
Non specific government grants							
(694,054)	s31 grant re BRR scheme	(445,827)	(544,364)	(633,707)	(463,847)	(480,347)	(43,910)
(14,213)	s31 grant re Council Tax						
0	Transition grant / additional BRRS tariff	(102,174)	(102,174)	(101,789)	0	674,029	687,510
(1,779,365)	New Homes Bonus grant	(2,362,055)	(2,362,055)	(2,063,274)	(1,203,541)	(1,490,814)	(1,830,080)
43,493,789	GUILDFORD BOROUGH COUNCIL NET BUDGET	41,532,915	38,504,712	44,201,199	51,743,111	53,754,176	53,609,137
1,406,405	Parish Council Precepts	1,469,802	1,469,802	1,576,106	0	0	0
44,900,194	TOTAL NET BUDGET	43,002,717	39,974,514	45,777,305	51,743,111	53,754,176	53,609,137
(32,066,981)	Business Rates - retained income	(33,119,866)	(33,119,866)	(35,250,674)	(36,268,702)	(37,558,788)	(36,274,512)
(2,079,187)	Revenue support grant	(1,096,749)	(1,096,749)	(319,407)	0	0	0
(766,888)	Collection Fund Deficit - Business Rates	1,512,784	1,512,784	654,015	0	0	0
(256,915)	Collection Fund Surplus - Council Tax	(120,698)	(120,698)	(120,602)	0	0	0
9,730,223	COUNCIL TAX REQUIREMENT	10,178,188	7,149,985	10,740,637	15,474,409	16,195,388	17,334,625

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Budget Projection (on a Subjective Basis) to 2020-21 (excluding parish precepts)

	2015-16 Actual	2016-17 Estimate	2017-18 Estimate	2018-19 Projection	2019-20 Projection	2020-21 Projection
Employee Related Expenditure	29,827,773	31,645,020	32,038,980	32,916,650	33,952,210	34,937,120
Premises Related Expenditure	8,138,529	8,233,900	8,512,500	8,597,200	8,758,890	8,848,660
Transport Related Expenditure	4,350,329	5,290,500	4,726,070	4,790,400	4,898,660	4,968,290
Supplies and Services	17,626,325	16,175,060	16,936,770	15,962,370	15,842,790	15,870,750
Transfer Payments	35,306,258	36,680,000	34,245,300	34,245,300	34,245,300	34,245,300
Changes not yet allocated				2,052,670	2,552,670	2,103,060
Total Directly Controllable Expenditure	95,249,214	98,024,480	96,459,620	98,564,590	100,250,520	100,973,180
Contributions	41,635	35,000	18,000	18,540	19,090	19,660
Expenses Recovered	1,452,183	1,776,650	1,725,850	1,746,810	1,768,390	1,791,110
Government Grants	36,106,876	37,552,850	35,072,850	35,080,680	35,088,750	35,097,060
Interest	2,778	3,000	2,630	2,630	2,630	2,630
Other Grants	1,330,657	1,068,190	546,320	448,900	451,540	454,290
Customer and Client Receipts	32,291,034	31,158,400	33,785,550	34,716,200	37,091,210	38,255,460
Recharges	20,593,503	21,139,130	21,606,980	22,291,990	22,991,830	23,715,060
Sponsorship Receipts	3,500	1,000	5,000	5,150	5,300	5,460
Income	91,822,166	92,734,220	92,763,180	94,310,900	97,418,740	99,340,730
Net Directly Controllable Expenditure/(Income)	3,427,048	5,290,260	3,696,440	4,253,690	2,831,780	1,632,450
Capital Charges	6,981,478	9,773,260	9,023,810	9,023,810	9,023,810	9,023,810
Support Services	8,485,469	8,203,610	9,161,410	9,458,240	9,764,660	10,080,660
TOTAL DIRECTORATE LEVEL NET COST	18,893,995	23,267,130	21,881,660	22,735,740	21,620,250	20,736,920

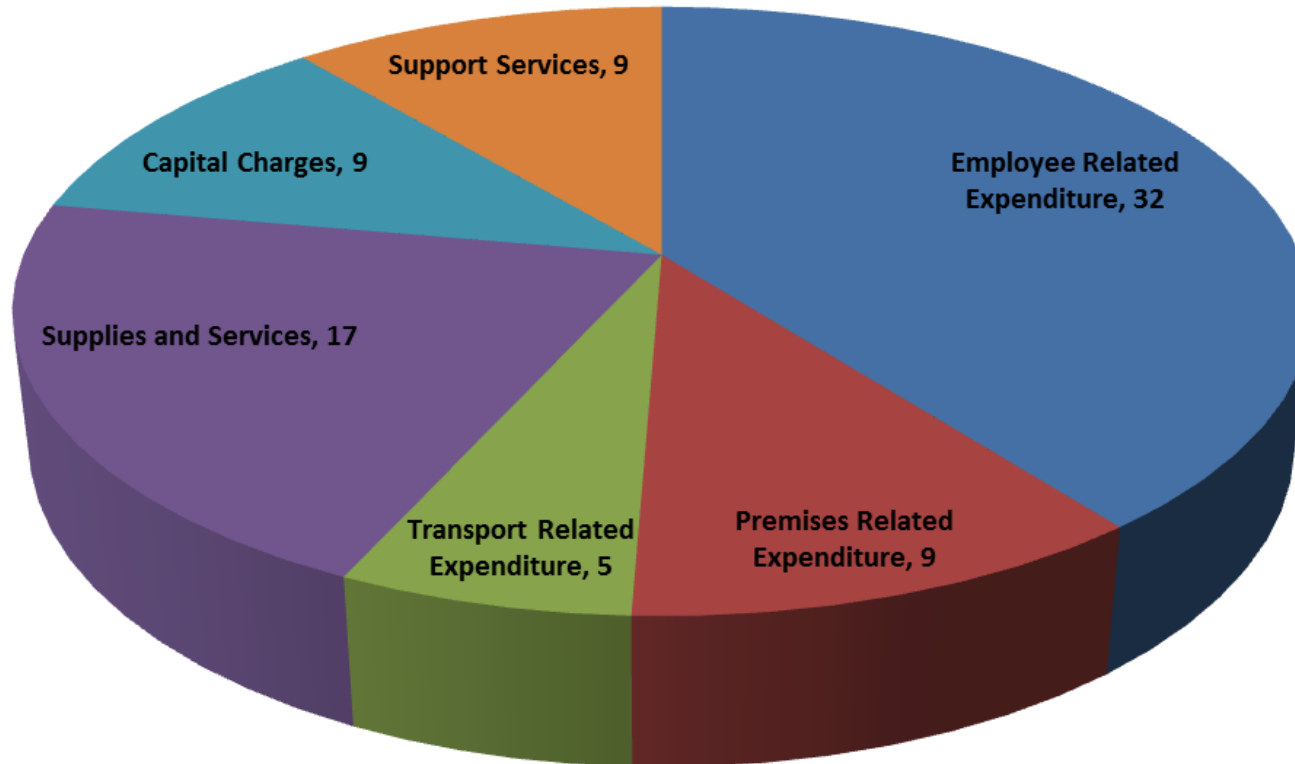
The total service unit level net cost can be compared to the same line on the budget projection to 2019-20 shown on a service basis on page xlvii of the budget book. The depreciation, capital items, transfers to/from reserves and general grants have not been repeated in this analysis and remain the same as on pages 36 and 37. The table below shows a breakdown of our main fees and charges income.

Customer and Client Receipts Analysis

Property Rents	7,991,722	8,740,760	11,121,910	11,807,070	12,996,120	13,041,880
On & Off Street Parking	11,592,914	11,396,590	11,632,500	11,922,530	12,221,260	12,528,960
Crematorium, Burial & Memorabilia Income	1,469,056	1,490,040	1,572,460	772,460	1,424,380	1,814,910
Planning, Development and Building Control	1,477,466	1,600,000	1,820,000	1,955,000	2,013,650	2,074,060
Refuse and recycling	3,257,843	2,991,850	3,045,920	3,137,310	3,231,430	3,328,390
Other Customer and Client Receipts	6,502,033	4,939,160	4,592,760	5,121,830	5,204,370	5,467,260
Total Customer and Client Receipts	32,291,034	31,158,400	33,785,550	34,716,200	37,091,210	38,255,460

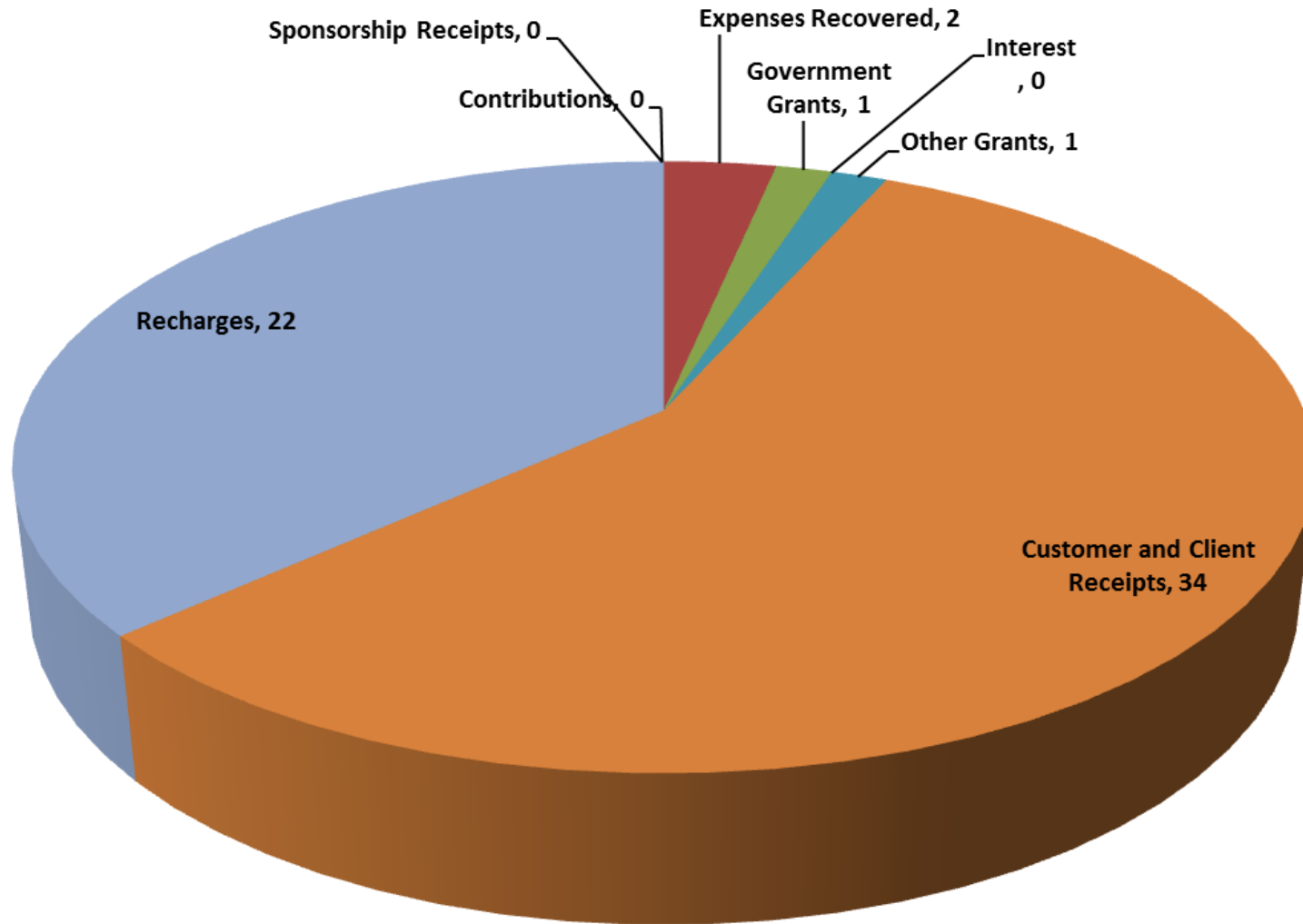
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Graphical analysis of General Fund Directorate gross expenditure for 2017-18 by type (subjective analysis) excluding housing benefit payments, £million



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Graphical analysis of General Fund Directorate gross income for 2017-18 by type
(subjective analysis) excluding housing benefit grant, £million



**GUILDFORD BOROUGH COUNCIL
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Net budget, Council Tax Requirement and Council Tax

	Estimate 2015-16 £	Estimate 2016-17 £	Estimate 2017-18 £
General Fund - net budget	43,493,621	41,532,916	44,201,269
Revenue support grant	(2,079,187)	(1,096,749)	(319,407)
Business rates - retained income	(32,066,981)	(33,119,866)	(35,250,674)
Collection Fund (Surplus)/Deficit - business rates	(766,888)	1,512,784	654,015
Collection Fund Surplus - council tax	(256,915)	(120,698)	(120,602)
Council Tax Requirement (excluding parish councils)	8,323,650	8,708,387	9,164,601
Council Tax Base	54,825.76	55,531.10	56,634.54
Council Tax (Guildford Borough Council element only)	151.82	156.82	161.82
Increase on previous year (£)	2.24	5.00	5.00
	%	%	%
Increase on previous year (%)	1.50	3.29	3.19

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Economic Indicators

<p>The following assumptions have been made in the preparation of the estimates for 2017-18.</p>		<p>A 1% change in the rates assumed opposite would cost/save the General Fund as follows:</p>	
Payroll:	Pay award of 1.5% plus incremental progression where appropriate.		£000
Non Domestic Rates:	Rates based on September RPI increase of 2% and transitional changes where appropriate.	Payroll	283
Depreciation:	Straight line basis over the estimated life of the asset, taking into account any residual value.	Rates	27
Interest Rate	Average base rate of 0.25%	Debt Interest	830
Investment Interest	Average target return of 1.71% from all investments.	Investment Interest	216
Other Expenses	No general inflation allowance has been included – only contractual increases.	<u>Income</u>	
Income	<u>Where the market will bear</u> a 3% per cent increase in charges has been included	Car Parks	97
		Recycling and Refuse Collection	33
		Building and Development Control	21
		Crematorium	15
		Parks and Countryside	14
		Investment Property Rent	56

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Manpower establishment used in the General Fund estimate preparation: number of posts, shown as Full Time Equivalents

Service Unit	2016-17		2017-18	
	Total FTE (General Fund)	Council Funded	Total FTE (General Fund)	Council Funded
Community Directorate	144.64	144.64	138.82	138.82
Corporate Directorate	58.53	58.53	51.90	51.90
Development Directorate	83.11	83.11	102.91	102.91
Environment Directorate	308.72	308.72	309.10	309.10
Management Directorate	7.70	7.70	9.45	9.45
Resources Directorate	117.52	117.52	111.53	111.53
	720.22	720.22	723.71	723.71

General Fund salaries and and employee costs

2015-16 ACTUAL £	ANALYSIS	2016-17 ESTIMATE £	2017-18 ESTIMATE £
	<i>Salaries (including NI and Superannuation)</i>		
1,503,844	Business Systems		0
936,381	Corporate Development		0
1,617,899	Economic Development		0
765,294	Financial Services		0
2,288,937	Health and Community Care Services		0
665,582	Housing Advice		0
556,391	Human Resources		0
1,051,589	Legal and Democratic Services		0
151,831	Management Team		0
1,719,150	Neighbourhood and Housing Management Services		0
5,299,612	Operational Services		0
2,305,991	Parks and Leisure Services		0
2,553,060	Planning Services		0
1,596,156	Revenues and Payments		0
	0 Community Directorate	5,487,970	5,713,370
	0 Corporate Directorate	2,747,200	2,621,050
	0 Development Directorate	3,753,680	4,729,130
	0 Environment Directorate	9,810,690	10,116,350
	0 Management Directorate (incl Audit & Business Improvement)	707,630	700,080
	0 Resources Directorate	5,095,070	4,464,940
2,538,537	Corporate Costs	2,318,290	2,295,000
0	Vacancy Credit	(754,300)	(642,460)
25,550,254	Total salaries	29,166,230	29,997,460
	<i>Other employee related expenditure</i>		
20,132	Additional Staff Costs	(32,250)	7,950
0	Apprenticeship Levy	0	135,000
274,286	Car Leasing	283,000	290,390
2,620,070	Casual Salaries	1,481,060	1,119,250
117,326	Health/Medical Expenses	167,820	175,910
184,510	Insurance Employers Liability	195,320	215,430
11,454	Other Costs	(19,430)	96,620
31,280	Professional Subscriptions & Certificates	32,730	31,510
17,210	Staff Committee Attendance	20,060	23,720
226,719	Training	377,160	379,890
0	Transformation Saving	0	(400,000)
76,995	Vacancy Advertising	0	0
3,579,982	Total other employee related expenditure	2,505,470	2,075,670
29,130,236		31,671,700	32,073,130

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2017-18**

C Tax 2015-16 Actual £	NNDR 2015-16 Actual £		C Tax 2016-17 Estimate £	NNDR 2016-17 Estimate £	C Tax 2016-17 Probable £	NNDR 2016-17 Probable £	C Tax 2017-18 Estimate £	NNDR 2017-18 Estimate £
		Expenditure						
		Precepts and Demands						
66,869,883	0	Surrey County Council	70,428,984	0	70,428,984	0	75,411,722	0
11,836,333	0	Surrey Police and Crime Commissioner	12,227,393	0	12,227,393	0	12,718,419	0
9,730,055	0	Guildford Borough Council	10,178,189	0	10,178,189	0	10,740,707	0
		Payment of Business Rates shares						
0	40,083,727	Central Government		41,399,832		41,399,832		44,063,342
0	8,016,745	Surrey County Council		8,279,967		8,279,967		8,812,669
0	32,066,981	Guildford Borough Council		33,119,866		33,119,866		35,250,674
0	(17,145)	Transitional protection payment to government		0		386,588		0
0	234,931	Pay to General Fund for collecting business rates		232,751		232,751		231,721
0	6,320,000	Provision for business rates rating appeals		1,760,000		(3,944,383)		2,400,000
0	150,300	Provision for business rates bad debts		426,093		356,260		442,107
500,000	0	Provision for council tax bad debts	500,000	0	500,000		500,000	
		Distribution of Collection Fund surplus						
	958,611	Central Government		0		0		0
1,772,998	191,722	Surrey County Council	829,496	0	829,496		834,515	0
313,848	0	Surrey Police and Crime Commissioner	146,825	0	146,825		144,883	0
256,915	766,888	Guildford Borough Council	120,698	0	120,698		120,602	0
91,280,032	88,772,760	Total Expenditure	94,431,585	85,218,509	94,431,585	79,830,881	100,470,847	91,200,513
		Income						
0	82,684,521	Business Rates	0	85,218,509		84,608,342		88,421,376
89,790,293		Council taxes	93,334,566		94,454,073		99,370,847	
		Contributions to NDR deficit:						
0	0	Central Government	0	1,890,980		1,890,980		817,518
0	0	Surrey County Council	0	378,196		378,196		163,504
0	0	Guildford Borough Council	0	1,512,784		1,512,784		654,015
89,790,293	82,684,521	Total Income	93,334,566	89,000,469	94,454,073	88,390,302	99,370,847	90,056,413
1,489,739	6,088,239	Net (Surplus)/Deficit for the year	1,097,019	(3,781,960)	(22,488)	(8,559,421)	1,100,000	(1,635,037)
(2,567,251)	4,106,219	Balance brought forward	175,934,616	4,681,960	(1,077,512)	10,194,458	(1,100,000)	1,635,037
(1,077,512)	10,194,458	Balance Carried Forward	177,031,635	900,000	(1,100,000)	1,635,037	0	0

The estimated council tax surplus of £1,100,000 for 2016-17 will be paid to the General Fund and the major precepting authorities (that is; Surrey County Council and Surrey Police and Crime Commissioner) in 2017-18 pro rata to the 2016-17 demand/precept on the fund. The payment to the General Fund, which reduces council tax bill for the year, will be £120,560. The estimated deficit relating to business rates, is split between the government, Surrey County Council and Guildford Borough Council. Our share is £654,015 and we have included this in the 2017-18 budget, financed from the Business Rates Equalisation reserve.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2017-18**

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**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2017-18**

RISK ASSESSMENT - 2017-18 GENERAL FUND BUDGET

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2017-18	2018-19	2019-20	2020-21
1	Delay to Local Plan necessitating additional evidence and consultation work and reduction in New Homes Bonus	6	Director of Planning and Regeneration	0	200	200	200
2	Unable to achieve additional meter income built into 2017-18 estimates in respect of Off Street Parking Charges.	2	Parking Manager	100	100	100	100
3	Unable to recover arrears from investment property and industrial estates tenants.	3	Asset Development Manager	16	16	16	16
4	Business Rates liabilities for investment assets exceed estimates	3	Asset Development Manager	5	5	5	5
5	Co-mingled recycling disposal contract gate fees - volatility in gate fee paid	8	Director of Environment, Cleansing Manager	210	210	210	210
6	Increase in benefit claimants and bad debts	2	Director of Resources	50	50	50	50
7	Family Support Programme (FSP) - the income from SCC to support the scheme is not certain and potential redundancy costs should the scheme end.	3	Head of Housing Advice	5	5	5	5
8	Potential increase in homelessness	3	Head of Housing Advice	50	50	50	50
9	Serious case reviews on behalf of other authorities. Risk of incurring the costs of investigation regarding a serious case review. It is difficult to predict if and when this may occur	4	Director of Community Services	20	20	20	20
10	Increased risk of judicial reviews and the legal costs associated with defending the council. Risk of JR due to opposition to strategic development sites within local plan.	4	Monitoring Officer	60	60	60	60

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2017-18**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2017-18	2018-19	2019-20	2020-21
11	Loss of interest from investments arising from bank base rates remaining at a low level for longer than expected	8	Head of Financial Services	300	185	140	0
12	Loss of income from Fees and Charges	3	All budget managers and Head of Financial Services	312	338	347	371
13	Greater reductions in local government finance settlement than those outlined in the multi-year settlement due to national economic situation being worse than the Chancellor predicted	8	Head of Financial Services and Transformation Manager	0	565	585	0
14	Reduction in the council's baseline need to spend following the fair funding review and introduction of 100% business rates retention in 2020 (or by being a pilot in 2018-19 and resources re-distributed to SCC)	12	Head of Financial Services and Transformation Manager	0	1,000	2,339	3,011
15	Business Rates Retention Scheme (BRRS) volatility; impact of higher than anticipated appeals	4	Head of Financial Services	350	350	350	350
16	Not all savings targets included in 2017-18 estimates are achieved	6	All Directors and Head of Financial Services	261	286	288	283
17	Treasury Management Counter Party Bail in	8	Head of Financial Services	800	800	800	800
18	S106 Clawback and/or collection risk	3	Director of Planning and Regeneration	50	50	50	50
19	Increased cost of planning appeals due to age of 2003 local plan and planning applications arising on unplanned sites	6	Director of Planning and Regeneration	50	50	50	50
20	Major Emergency / Civil Incident or Severe Weather event	4	Director of Community Services	30	30	30	30

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2017-18**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2017-18	2018-19	2019-20	2020-21
21	Capital programme & Regeneration schemes - unavoidable scheme costs that can't be met by capital contingency fund or cost escalation due to complexity of regeneration schemes (revenue implications due to low capital balances)	6	Head of Financial Services	351	457	265	291
22	Capital Programme & Regeneration scheme - impact of projects on capital vision coming forward earlier than expected (revenue implications due to low capital balances)	6	Head of Financial Services	0	84	84	84
23	Capital programme & Regeneration schemes - revenue impact of slippage in programme by 12 months (MRP / Interest cost reduction)	3	Head of Financial Services	(1,745)	(3,740)	(894)	(1,565)
24	Collapse of major contractor eg. Leisure Services, Parking Services (Pay by Phone) or Cultural Services	4	All Directors and Head of Financial Services	100	100	100	100
25	Implementation of the Community Infrastructure Levy - impact of reduced S106 income	10	Director of Planning and Regeneration, Director of Environment and Head of Financial Services	50	0	0	0
26	SCC provision and funding of Park and Ride, both existing and new sites from 1718 or termination of the agency agreement with SCC for on-street parking enforcement in Waverley.	3	Director of Environment and Parking Manager	780	780	780	780
27	Failure to agree budget reductions for 2017-18 to 2019-20 to meet budget shortfall identified, leading to unplanned service cuts and use of reserves.	12	All Directors and Head of Financial Services	0	6,000	300	800
28	SCC Financial Sustainability; possible impact of local government re-organisation should SCC not be sustainable beyond 2018-19.	8	Managing Director	0	0	250	250
29	Loss of external funding from Enterprise M3 or Homes and Community Agency (HCA) due to project slippage or government reducing funding to EM3 / HCA - revenue impact of capital schemes	3	Director of Planning and Regeneration and Director of Community Services	51	11	40	30
30	Inadequate SPA funds for management of SANGS to support local plan for 80 year/perpetuity period	4	Director of Environment and Parks and Landscape Manager	0	0	0	0

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2017-18**

No	Risk	Assessment of Residual Risk [With control measures implemented] - Residual Risk Score	Responsible	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)	Financial Risk (£000)
				2017-18	2018-19	2019-20	2020-21
31	Closure of crematorium due to equipment failure and or non compliance with permits and license to cremate – loss of income and cameo scheme income for abating emissions	12	Parks and Landscape Manager	1,300	1,300	1,300	1,300
32	Loss of income from external grounds maintenance contracts with SCC highways and Kings College	4	Parks and Landscape Manager	245	245	245	245
33	Housing benefit processing errors leading to DWP claim qualification	6	Benefits Manager	250	250	250	250
TOTAL RISKS / RESERVES REQUIRED				4,051	9,857	8,414	8,227
Level of Reserves Available							
General Fund (GF) reserve				3,748	3,748	3,748	3,748
GF earmarked reserves available to manage financial risks (and would not necessarily have to be replaced)				11,225	11,594	9,377	8,357
GF earmarked reserves that would need to be replaced if used (eg, sinking funds, SPA endowments, renewals & maintenance funds etc)				15,327	15,620	16,569	16,496
TOTAL General Fund Reserves				30,300	30,962	29,694	28,601

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET BOOK 2017-18**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

COMMUNITY SERVICES DIRECTORATE

DIRECTOR - PHILIP O'DWYER

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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Subjective Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
13,044,666	12,439,200	Gross Expenditure	12,466,870	12,642,470	12,844,650	13,077,080
(6,755,557)	(6,430,150)	Gross Income	(6,378,300)	(6,522,190)	(6,678,030)	(6,843,800)
6,289,109	6,009,050	Net Expenditure	6,088,570	6,120,280	6,166,620	6,233,280
5,658,098	5,539,590	Employee Related Expenditure	5,780,490	5,906,910	6,060,370	6,242,790
379,191	372,040	Premises Related Expenditure	338,140	341,550	345,070	348,700
436,112	559,780	Transport Related Expenditure	442,540	448,160	453,970	459,960
4,381,880	4,053,140	Supplies and Services	3,912,180	3,916,840	3,919,520	3,922,210
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
10,855,281	10,524,550	Total Directly Controllable Expenditure	10,473,350	10,613,460	10,778,930	10,973,660
(6,755,557)	(6,430,150)	Income	(6,378,300)	(6,522,190)	(6,678,030)	(6,843,800)
4,099,724	4,094,400	Net Directly Controllable Expenditure/(Income)	4,095,050	4,091,270	4,100,900	4,129,860
1,124,563	870,900	Capital Charges	893,710	893,710	893,710	893,710
1,064,822	1,043,750	Support Services	1,099,810	1,135,300	1,172,010	1,209,710
6,289,109	6,009,050	Total Service Cost/(Surplus)	6,088,570	6,120,280	6,166,620	6,233,280

Service Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
613,070	460,070	Affordable Housing Development	457,460	463,380	469,510	475,820
136,647	(170)	Building Maintenance	6,120	(47,400)	(102,430)	(159,040)
284,012	283,650	Citizens Advice Bureau	284,610	284,650	284,690	284,730
85,249	49,010	Civil Emergencies	65,710	66,450	67,220	68,010
458,509	546,290	Community Meals and TPT	564,500	585,890	607,970	630,770
405,787	367,430	Community Safety Wardens	397,210	409,360	421,900	434,850
61,195	1,010	Community Services	0	0	0	0
657,706	597,990	Day Services	576,060	551,390	535,610	542,260
(137,677)	(66,080)	Emergency Communications System	(59,550)	(58,050)	(54,980)	(53,960)
(551)	(19,100)	EMI Services	107,260	114,970	123,440	132,180
447,404	440,440	Environmental Control	417,660	427,380	437,440	447,820
392,086	374,640	Food and Safety Services	390,870	402,710	414,970	427,610
357,965	383,130	Grants to Voluntary Organisations - Housing and Comm	425,170	424,010	422,800	421,540
29,135	(32,000)	Gypsy Caravan Sites	(67,570)	(67,770)	(67,970)	(68,200)
13,562	24,790	Health and Safety	210	(560)	(1,370)	(2,210)
31,253	38,520	Home Farm Estate, Effingham	22,680	22,760	22,840	22,910
824,759	803,390	Homelessness and Emergency Accommodation	843,520	857,360	871,630	886,350
294,399	286,000	Housing Advice	300,000	300,000	300,000	300,000
98,867	145,260	Housing Outside the HRA	26,180	25,510	24,820	24,100
77,112	(40,650)	Housing Surveying Services	(5,700)	(8,000)	(10,350)	(12,800)
43,883	64,170	Licensing Services	93,300	99,080	107,220	113,450
22,462	19,940	Pest Control	19,990	18,880	17,730	16,540
937,761	952,220	Private Sector Housing	956,410	972,400	988,200	1,004,780
0	0	Project Aspire	0	0	0	0

Service Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
67,803	76,650	Public Health	81,940	83,870	85,860	87,910
80,659	150,200	Surrey Family Support Programme	133,240	137,330	141,570	145,950
1,744	100,750	Taxi Licensing and Private Hire Vehicles	51,300	55,000	58,950	62,920
4,308	1,500	Woking Road Depot Stores	(10)	(320)	(650)	(1,010)
6,289,109	6,009,050	Total Net Expenditure/(Income)	6,088,570	6,120,280	6,166,620	6,233,280

Financial Information Affordable Housing Development

Ledger Code HOUASS

Responsible Officer Head of Housing Advice Services (Tel: 444238)

Financial Services Contact Mark Jasper - Principal Management Accountant (Tel: 444846)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
136,124	Employee Related Expenditure	150,070	127,095	147,310
0	Premises Related Expenditure	0	0	0
9,377	Transport Related Expenditure	4,370	4,350	9,250
10,215	Supplies and Services	13,710	9,527	13,330
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
155,716	Total Directly Controllable Expenditure	168,150	140,972	169,890
0	Income	0	0	0
155,716	Net Directly Controllable Expenditure/(Income)	168,150	140,972	169,890
407,745	Capital Charges	250,000	250,000	250,000
49,609	Support Services	41,920	41,950	37,570
613,070	Total Service Cost/(Surplus)	460,070	432,922	457,460
	Full Time Equivalent Staff	2.57	2.57	2.56

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	146,170	143,330
Transport Related		
Car Leasing and Allowances	4,330	9,210
Supplies and Services		
Computer Software Licence	4,000	4,000
Consultants Fees	560	400
General Grants	3,800	3,800
General Subscriptions	2,520	2,500
Housing Needs Surveys	400	400
Printing Services Recharge	890	930
Valuers Fees	510	510
Capital Charges		
REFCUS	250,000	250,000
Support Services		
Accountancy Services Recharge	1,550	1,720
Business Systems Recharge	10,870	12,040
Customer Service Centre Recharge	1,390	1,310
Human Resources Recharge	1,450	1,690
Legal Services Recharge	14,390	8,130
Office Services Recharge	1,840	1,720
Paymaster Recharge	1,980	1,670
Performance Mngt. Recharge	1,180	0
Public Offices Recharge	5,190	5,900
Valuation Services Recharge	930	1,270

Major Variances 2016-17 v 2017-18

The REFUS estimate (Revenue Expenditure Funded from Capital Under Statute) relates to capital expenditure for consultants' fees etc that does not create or enhance a long term asset of the Council. The expenditure is reversed out of the General Fund and does not impact on council tax.

Financial Information Building Maintenance

Ledger Code BUIMAI

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
975,918	Employee Related Expenditure	888,200	925,954	919,510
102,795	Premises Related Expenditure	85,490	85,530	77,040
129,538	Transport Related Expenditure	182,150	183,219	134,490
2,053,688	Supplies and Services	1,643,710	2,190,591	1,817,550
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,261,939	Total Directly Controllable Expenditure	2,799,550	3,385,294	2,948,590
(3,201,616)	Income	(2,877,720)	(3,453,193)	(3,028,850)
60,323	Net Directly Controllable Expenditure/(Income)	(78,170)	(67,899)	(80,260)
0	Capital Charges	0	0	0
76,324	Support Services	78,000	78,050	86,380
136,647	Total Service Cost/(Surplus)	(170)	10,151	6,120
	Full Time Equivalent Staff	22.29	22.29	22.29

Major Variances 2016-17 v 2017-18

The cost of operating the building maintenance service is on the whole recovered with the majority of income being generated from work undertaken on behalf of, and paid for by the Housing Revenue Account.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	5,620	6,180
Recharge From Other Emp. Exps.	7,460	7,260
Salaries	873,870	898,770
Premises Related		
Proportion of Depot Expenses	83,900	75,380
Transport Related		
Car Leasing and Allowances	12,410	10,800
Fuel and Oil	20,300	18,960
Hire of Vehicles	5,470	5,090
Transport Pool Hire Charge	137,940	91,460
Tyres	2,070	2,890
Vehicle Repairs	3,400	4,730
Supplies and Services		
Clothing and Uniform	3,440	3,440
Contaminated Waste Removal	5,640	5,640
Materials	708,440	799,090
Payment to Contractors	775,000	860,000
Stores Recharge	57,200	57,800
Tipping Fees	77,920	75,290
Vehicle Tracking	2,780	2,780
Income		
Income from Invoices	(108,530)	(112,890)
Recharged to Other Services	(2,740,310)	(2,884,200)
Works to Outside Bodies	(28,840)	(31,620)
Support Services		
Business Systems Recharge	26,740	29,510
Health and Safety	3,330	3,770
HR Services Recharge	12,490	14,590
Paymaster Recharge	14,890	12,580
Works Services Recharge	10,060	9,260

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Emergency Communications System

Ledger Code EMECOM

Responsible Officer Ted Wainhouse - Private Sector Services Manager (Tel 444305)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
170,675	Employee Related Expenditure	150,460	160,863	159,360	Employee Related		
3,800	Premises Related Expenditure	3,800	3,800	3,800	Casual / Temporary Staff	500	510
11,807	Transport Related Expenditure	9,910	11,707	11,890	Salaries	146,670	155,570
71,764	Supplies and Services	82,340	86,425	78,220	Premises Related		
0	Third Party Payments	0	0	0	Payment in Lieu of Rent	3,800	3,800
0	Transfer Payments	0	0	0	Transport Related		
258,046	Total Directly Controllable Expenditure	246,510	262,795	253,270	Car Leasing and Allowances	9,910	11,890
(448,605)	Income	(369,200)	(388,923)	(368,870)	Supplies and Services		
(190,559)	Net Directly Controllable Expenditure/(Income)	(122,690)	(126,128)	(115,600)	Alarm Monitoring Contract	38,000	36,000
0	Capital Charges	0	0	0	Equipment Supply, Mtnc & Repair	39,320	36,920
52,882	Support Services	56,610	56,675	56,050	Miscellaneous Expenses	1,140	1,070
(137,677)	Total Service Cost/(Surplus)	(66,080)	(69,453)	(59,550)	Telecomms	3,050	3,520
	Full Time Equivalent Staff	3.64	3.64	3.54	Income		
					Contributions from SCC	(30,000)	(13,000)
					Emergency Communications Fees	(242,700)	(262,000)
					Expenses Recovered	(15,000)	(12,000)
					Recharged to Other Services	(81,500)	(81,870)
					Support Services		
					Accountancy and Debtors Recharge	34,450	32,810
					Audit Services Recharge	3,420	4,900
					Business Systems Recharge	7,920	8,360
					Customer Service Centre Recharge	1,520	1,440
					Human Resources Recharge	2,440	2,700
					Paymaster Recharge	4,040	3,560
					Performance & Trans Recharge	1,780	1,230

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Citizens Advice Bureau

Ledger Code CITADV

Responsible Officer John Martin - Head of Health and Community Care Services (Tel: 444380)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Cab General Expenses Grant	283,140	283,410
0	Transport Related Expenditure	0	0	0	Support Services		
283,422	Supplies and Services	283,150	283,419	283,420	Accountancy Services Recharge	500	240
0	Third Party Payments	0	0	0	Procurement Services Recharge	0	950
0	Transfer Payments	0	0	0			
283,422	Total Directly Controllable Expenditure	283,150	283,419	283,420			
0	Income	0	0	0			
283,422	Net Directly Controllable Expenditure/(Income)	283,150	283,419	283,420			
0	Capital Charges	0	0	0			
590	Support Services	500	500	1,190			
284,012	Total Service Cost/(Surplus)	283,650	283,919	284,610			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Civil Emergencies

Ledger Code CIVEMS

Responsible Officer Helen Barnsley - Corporate Public Health Co-ordinator (Tel: 444218)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
49,111	Employee Related Expenditure	19,010	25,242	23,900	Employee Related		
1,630	Premises Related Expenditure	1,300	1,300	1,150	Emergency Planning Duties	0	4,760
1,961	Transport Related Expenditure	2,270	2,097	580	Salaries	17,960	18,650
30,185	Supplies and Services	21,010	34,631	36,730	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	1,300	1,150
0	Transfer Payments	0	0	0	Transport Related		
82,887	Total Directly Controllable Expenditure	43,590	63,270	62,360	Car Leasing and Allowances	2,200	570
(4,168)	Income	0	0	0	Supplies and Services		
78,719	Net Directly Controllable Expenditure/(Income)	43,590	63,270	62,360	Emergency Accommodation	4,000	4,000
					Emergency Planning Contribution	3,450	3,700
0	Capital Charges	0	0	0	Payment to Contractors	11,500	25,630
6,530	Support Services	5,420	5,430	3,350	Support Services		
85,249	Total Service Cost/(Surplus)	49,010	68,700	65,710	Accountancy Services Recharge	500	390
					Customer Service Centre Recharge	370	350
					Customer Tech Support Recharge	490	560
					Human Resources Recharge	410	190
					Office Services Recharge	530	190
					Paymaster Recharge	570	540
					Public Offices Recharge	1,490	670
	Full Time Equivalent Staff	0.29	0.29	0.29			

Major Variances 2016-17 v 2017-18

Due to a new contract initiated with Applied Resilience to administer emergency planning within the Borough an increase in budget has been permitted £14,130. This inturn has resulted in additional funding for staff members on standby for those emergency situations £4,760.

Financial Information Community Meals and TPT

Ledger Code MOWTPT

Responsible Officer Jane Read - Community Services Manager (Tel: 444214)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
477,158	Employee Related Expenditure	475,330	470,672	535,570
0	Premises Related Expenditure	0	408	0
136,011	Transport Related Expenditure	229,540	196,747	146,260
89,540	Supplies and Services	71,510	82,934	90,130
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
702,709	Total Directly Controllable Expenditure	776,380	750,761	771,960
(313,800)	Income	(300,810)	(310,756)	(276,190)
388,909	Net Directly Controllable Expenditure/(Income)	475,570	440,005	495,770
0	Capital Charges	0	0	0
69,600	Support Services	70,720	70,780	68,730
458,509	Total Service Cost/(Surplus)	546,290	510,785	564,500
	Full Time Equivalent Staff	18.78	18.78	17.51

Major Variances 2016-17 v 2017-18

A full service review has been completed resulting in major changes to salary allocations. This reflects a truer reflection of the service costs.

The grant from SCC will be reduced for 2017-18.

Transport charges have reduced due to the introduction of a new fleet along with vehicle repairs.

Food purchases are estimated to increase due to the popularity of the service.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	6,020	6,620
Recharge From Other Emp. Exps.	7,910	6,790
Salaries	458,800	519,610
Training	1,750	1,750
Transport Related		
Fuel and Oil	37,650	35,000
Hire of Vehicles	22,000	22,000
Transport Pool Hire Charge	146,760	81,520
Vehicle Repairs	16,000	4,030
Supplies and Services		
Computer Maintenance Agree	5,500	2,400
Food Purchases	60,000	80,000
Telecomms	1,480	2,100
Income		
Bus Service Operations Grant	(12,000)	(10,000)
Dar and DC Membership Fees	(4,500)	(5,000)
Fee Income	(80,000)	(65,000)
Refreshment Sales	(164,120)	(160,000)
SCC Grant	(40,190)	(36,190)
Support Services		
Audit Services Recharge	2,810	4,030
Business Systems Recharge	15,430	17,330
Customer Service Centre Recharge	3,580	3,390
Debtors Section Recharge	13,940	13,110
Health and Safety Recharge	2,960	3,530
Human Resources Recharge	13,390	13,650
Paymaster Recharge	7,430	6,270
Performance & Trans Recharge	9,130	5,990
Procurement Services Recharge	0	340

Financial Information Community Safety Wardens

Ledger Code SAFGUI

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
354,190	Employee Related Expenditure	326,880	338,000	336,650	Employee Related		
2,645	Premises Related Expenditure	3,050	1,816	1,850	Insurance - Emps Liab, All Risk	1,980	2,180
5,031	Transport Related Expenditure	5,670	7,856	6,600	Recharge From Other Emp. Exps.	2,610	2,560
10,956	Supplies and Services	9,920	6,418	11,900	Salaries	321,550	330,080
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Rents Payable	3,050	1,850
372,822	Total Directly Controllable Expenditure	345,520	354,090	357,000	Transport Related		
(2,291)	Income	(14,530)	(454)	0	Car Allowances	3,050	5,930
370,531	Net Directly Controllable Expenditure/(Income)	330,990	353,636	357,000	Officers Car Leasing	2,620	670
0	Capital Charges	0	0	0	Supplies and Services		
35,256	Support Services	36,440	36,450	40,210	Community Issues	5,000	5,000
405,787	Total Service Cost/(Surplus)	367,430	390,086	397,210	Printing and Stationery	1,390	1,830
					Telecomms	2,510	3,920
					Support Services		
	Full Time Equivalent Staff	7.69	7.69	7.86	Audit Services Recharge	1,900	2,730
					Business Systems Recharge	20,460	22,960
					Customer Service Centre Recharge	1,240	1,170
					Health and Safety Recharge	1,150	1,330
					HR Services Recharge	4,400	5,150
					Paymaster Recharge	2,270	3,180

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Community Services

Ledger Code COMSER

Responsible Officer John Martin - Head of Health and Community Care Services (Tel: 444380)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
26,070	Employee Related Expenditure	33,570	26,070	0	Employee Related		
6,960	Premises Related Expenditure	5,000	13,000	0	Salaries	33,570	0
16,655	Transport Related Expenditure	0	0	0	Premises Related		
191,510	Supplies and Services	141,430	189,421	0	Buildings Infrastructure	5,000	0
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Contribution to External Suppliers	110,400	0
241,195	Total Directly Controllable Expenditure	180,000	228,491	0	Miscellaneous Expenses	23,530	0
(180,000)	Income	(180,000)	(128,750)	0	Publicity	2,500	0
61,195	Net Directly Controllable Expenditure/(Income)	0	99,741	0	Survey Mapping Development	5,000	0
0	Capital Charges	0	0	0	Income		
0	Support Services	1,010	1,010	0	SCC Grant	(180,000)	0
61,195	Total Service Cost/(Surplus)	1,010	100,751	0			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

Funding received from Surrey County Council to administer the Prevention, Personalisation and Partnership Fund for the elderly with the borough of Guildford has now ceased for 2017-18.

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Health and Safety

Ledger Code G2525

Responsible Officer Paul Osborn - Occupational Health and Safety Officer (Tel: 444025)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
116,652	Employee Related Expenditure	118,050	120,922	121,870
0	Premises Related Expenditure	0	0	0
2,440	Transport Related Expenditure	2,470	2,789	3,090
4,456	Supplies and Services	6,210	6,685	6,420
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
123,548	Total Directly Controllable Expenditure	126,730	130,396	131,380
(128,566)	Income	(117,700)	(117,700)	(147,690)
(5,018)	Net Directly Controllable Expenditure/(Income)	9,030	12,696	(16,310)
0	Capital Charges	0	0	0
18,580	Support Services	15,760	15,760	16,520
13,562	Total Service Cost/(Surplus)	24,790	28,456	210
	Full Time Equivalent Staff	2.11	2.11	2.13

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	103,500	107,030
Training - Health and Safety	12,000	12,000
Transport Related		
Car Leasing and Allowances	2,460	3,090
Supplies and Services		
Consultants Fees	3,500	3,500
General Subscriptions	780	740
Lone Worker Monitoring	870	870
Income		
Recharged to Other Services	(870)	(870)
Support Service Recharge	(116,830)	(146,820)
Support Services		
Accountancy Services Recharge	1,100	570
Customer Service Centre Recharge	700	660
Customer Tech Support Recharge	1,310	1,500
HR Services Recharge	1,070	1,390
Office Services Recharge	1,360	1,420
Paymaster Recharge	3,530	3,650
Performance & Trans Recharge	880	720
Public Offices Recharge	3,840	4,870

Major Variances 2016-17 v 2017-18

The support recharge had not been amended after additional changes to the service for 2016-17, therefore resulting in an under recovery. All costs are recovered for 17-18.

Financial Information Day Services

Ledger Code DAYSER

Responsible Officer Jane Read - Community Services Manager (Tel: 444214)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
532,012	Employee Related Expenditure	489,260	524,412	416,880	Employee Related		
103,504	Premises Related Expenditure	97,350	106,688	112,240	Insurance - Emps Liab, All Risk	5,370	5,910
4,807	Transport Related Expenditure	9,840	9,799	7,660	Recharge From Other Emp. Exps.	7,050	4,400
76,953	Supplies and Services	90,000	91,281	85,200	Salaries	471,940	401,310
0	Third Party Payments	0	0	0	Premises Related		
0	Transfer Payments	0	0	0	Electricity	22,500	22,500
717,276	Total Directly Controllable Expenditure	686,450	732,180	621,980	Gas	13,500	13,000
					General Rates	11,630	10,940
(216,958)	Income	(249,780)	(218,562)	(200,140)	Repairs and Maintenance	33,970	48,920
500,318	Net Directly Controllable Expenditure/(Income)	436,670	513,618	421,840	Transport Related		
					Car Leasing and Allowances	9,840	7,660
65,555	Capital Charges	65,550	65,580	65,560	Supplies and Services		
91,833	Support Services	95,770	96,553	88,660	Day Centre Activities Cost	7,700	8,000
657,706	Total Service Cost/(Surplus)	597,990	675,751	576,060	Equipment & Tools	2,860	2,890
					Food Purchases	55,000	50,000
	Full Time Equivalent Staff	16.78	16.78	10.93	Miscellaneous Expenses	7,000	6,000
					Telecomms	5,140	5,090
					Income		
					Fee Income	(7,070)	(5,920)
					Miscellaneous Income	(10,500)	(4,500)
					Refreshment Sales	(87,850)	(65,000)
					Rent Income	(10,500)	0
					SCC Grant	(129,800)	(120,900)
					Capital Charges		
					Depreciation	65,550	65,560
					Support Services		
					Accountancy Services Recharge	6,810	3,890
					Business Systems Recharge	17,730	15,910
					Human Resources Recharge	11,920	8,840
					Paymaster Recharge	14,370	18,260
					Performance & Trans Recharge	7,840	3,700
					Public Offices Recharge	7,160	7,560

Major Variances 2016-17 v 2017-18

A full service review has been completed resulting in major changes to salary allocations. This reflects a truer perception of the service costs. Support service recharges have also decreased in line with the changes.

The grant from SCC will be reduced for 2017-18.

The increase in Repairs and Maintenance reflects the need for additional repairs to be completed.

The offices at Park Barn Centre are currently used by voluntary organisations.

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information EMI Services

Ledger Code EMISER

Responsible Officer Jane Read - Community Services Manager (Tel: 444214)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
160,150	Employee Related Expenditure	154,930	162,788	260,540
10,397	Premises Related Expenditure	9,040	8,616	9,380
112	Transport Related Expenditure	80	192	160
1,345	Supplies and Services	3,780	1,814	2,270
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
172,004	Total Directly Controllable Expenditure	167,830	173,410	272,350
(184,761)	Income	(200,030)	(153,800)	(183,870)
(12,757)	Net Directly Controllable Expenditure/(Income)	(32,200)	19,610	88,480
0	Capital Charges	0	0	0
12,206	Support Services	13,100	13,130	18,780
(551)	Total Service Cost/(Surplus)	(19,100)	32,740	107,260
	Full Time Equivalent Staff	6.04	6.04	8.76

Major Items

Employee Related

	2016-17 Estimate £	2017-18 Estimate £
Insurance - Emps Liab, All Risk	1,670	1,840
Recharge From Other Emp. Exps.	2,180	3,650
Salaries	150,400	254,350

Premises Related

	2016-17 Estimate £	2017-18 Estimate £
Electricity	400	450
Gas	0	600
General Rates	6,790	6,540
Legionella Works	540	250
Water	800	0

Supplies and Services

	2016-17 Estimate £	2017-18 Estimate £
Day Centre Activities Cost	1,000	500
Equipment Electrical Testing	970	0

Income

	2016-17 Estimate £	2017-18 Estimate £
Fee Income	(55,030)	(55,000)
SCC Grant	(145,000)	(128,870)

Support Services

	2016-17 Estimate £	2017-18 Estimate £
Accountancy and Debtors Recharge	2,090	1,630
Business Systems Recharge	530	540
Energy Management Recharge	860	770
Health and Safety Recharge	760	1,900
Human Resources Recharge	3,700	7,330
Paymaster Recharge	1,570	2,520
Performance & Trans Recharge	2,320	2,960

Major Variances 2016-17 v 2017-18

A full service review has been completed resulting in major changes to salary allocations. This reflects a truer perception of the service costs. Support service recharges have also increased in line with the changes.

The grant from SCC will be reduced for 2017-18.

Financial Information Environmental Control

Ledger Code ENVHEA

Responsible Officer Gary Durrant - Team Leader Environmental Control (Tel: 444373)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
287,087	Employee Related Expenditure	302,110	269,069	264,050
0	Premises Related Expenditure	0	0	0
14,713	Transport Related Expenditure	13,920	14,837	12,080
107,964	Supplies and Services	88,360	119,079	101,940
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
409,764	Total Directly Controllable Expenditure	404,390	402,985	378,070
(33,990)	Income	(25,610)	(42,237)	(24,180)
375,774	Net Directly Controllable Expenditure/(Income)	378,780	360,748	353,890
0	Capital Charges	0	0	0
71,630	Support Services	61,660	61,728	63,770
447,404	Total Service Cost/(Surplus)	440,440	422,476	417,660
	Full Time Equivalent Staff	6.16	6.16	5.12

Major Variances 2016-17 v 2017-18

Salary charges have decreased due to salary allocation changes within the service.

An increase in Welfare Funerals has resulted in additional funding, this is offset by an increase in income as all expenditure should be recovered.

Animal Establishment fee income has moved to Licensing Services.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Private Medical	3,170	2,480
Salaries	290,110	255,690
Training	3,880	1,230
Transport Related		
Car Leasing and Allowances	13,920	11,980
Supplies and Services		
Computer Software Licence	4,000	4,500
General Subscriptions	2,370	2,170
Insurance; All Risks	4,180	4,260
IT Renewals	2,290	3,980
New, Replace Equip & Tools	7,000	7,000
Out of Hours Service	4,880	5,000
Pest Control Charges	45,000	45,000
Telecomms	1,610	2,380
Veterinary Surgeons Fees	3,440	2,260
Welfare Funerals	5,000	15,000
Works in Default	3,000	3,000
Income		
Animal Establishment Fees	(7,800)	0
Contaminated Land Enquiries	(1,500)	(1,680)
Fee Income	(9,310)	(7,500)
Welfare Funerals Income	(7,000)	(15,000)
Support Services		
Accountancy Services Recharge	2,400	1,910
Business Systems Recharge	23,790	25,830
Human Resources Recharge	4,200	4,000
Legal Services Recharge	1,230	5,180
Office Services Recharge	4,430	3,560
Paymaster Recharge	3,870	3,290
Performance & Trans Recharge	2,860	1,800
Public Offices Recharge	12,540	12,210

Financial Information Food and Safety Services

Ledger Code FOODSF

Responsible Officer Chris Woodhatch - Team Leader Food Safety (Tel: 444390)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
271,826	Employee Related Expenditure	272,910	262,465	282,590
0	Premises Related Expenditure	0	0	0
15,299	Transport Related Expenditure	10,640	11,322	10,250
17,838	Supplies and Services	14,900	19,432	15,580
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
304,963	Total Directly Controllable Expenditure	298,450	293,219	308,420
(356)	Income	(3,960)	0	0
304,607	Net Directly Controllable Expenditure/(Income)	294,490	293,219	308,420
0	Capital Charges	0	0	0
87,479	Support Services	80,150	80,200	82,450
392,086	Total Service Cost/(Surplus)	374,640	373,419	390,870
	Full Time Equivalent Staff	5.75	5.75	5.59

Major Variances 2016-17 v 2017-18

Salary changes have increased due to salary allocation changes within the service.

There is no income generated for Food and Safety Services therefore this has been removed £3,830.

Various support services have made changes to the basis of the recharge resulting in either an increase or decrease for internal charges.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Private Medical	2,950	700
Recharge From Other Emp. Exps.	2,030	2,030
Salaries	265,550	277,330
Transport Related		
Car Leasing and Allowances	10,640	10,100
Supplies and Services		
Clothing and Uniform	700	700
Computer Software Licence	940	940
General Subscriptions	1,500	1,500
IT Renewals	2,130	4,810
New, Replace Equip & Tools	1,000	1,000
Postage	1,250	550
Printing Services Recharge	590	780
Storage, Archiving Recharge	3,010	2,100
Telecomms	550	700
Income		
Health & Safety Registrations	(3,830)	0
Support Services		
Accountancy Services Recharge	1,510	660
Audit Services Recharge	8,650	12,410
Business Systems Recharge	33,110	36,390
Customer Service Centre Recharge	3,370	3,190
Health and Safety Recharge	800	1,060
Human Resources Recharge	3,440	4,090
Legal Services Recharge	5,780	0
Office Services Recharge	3,810	3,800
Paymaster Recharge	4,660	4,140
Performance & Trans Recharge	2,460	1,920
Public Offices Recharge	10,770	13,020

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Grants to Voluntary Organisations - Housing and Community

Ledger Code GRANTH

Responsible Officer John Martin - Head of Health and Community Care Services (Tel: 444380)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
9,116	Employee Related Expenditure	16,310	17,865	16,100	Employee Related		
17,000	Premises Related Expenditure	9,620	10,000	10,000	Salaries	16,090	15,820
483	Transport Related Expenditure	590	590	650	Premises Related		
440,265	Supplies and Services	469,000	553,210	455,210	Rents Payable	9,620	10,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	590	650
466,864	Total Directly Controllable Expenditure	495,520	581,665	481,960	Supplies and Services		
					Council for Voluntary Services	9,750	9,750
(116,079)	Income	(116,080)	(116,080)	(62,000)	General Grant	132,360	132,360
350,785	Net Directly Controllable Expenditure/(Income)	379,440	465,585	419,960	Grants (funding agreements)	0	27,000
					Shopmobility	34,840	45,000
0	Capital Charges	0	0	0	Vol Assoc Grant - Guildford	178,870	178,870
7,180	Support Services	3,690	3,720	5,210	Vol Assoc Grant - Partners	112,080	62,000
357,965	Total Service Cost/(Surplus)	383,130	469,305	425,170	Income		
					Miscellaneous Income	(4,000)	(4,000)
	Full Time Equivalent Staff	0.27	0.27	0.26	Voluntary Grant Contributions	(112,080)	(58,000)
					Support Services		
					Accountancy Services Recharge	1,660	1,090
					Paymaster Recharge	710	890
					Procurement Services Recharge	0	1,730
					Public Offices Recharge	180	600

Major Variances 2016-17 v 2017-18

A reduction in grant funding from Surrey County Council has resulted in a reduction of grants provided to Voluntary Organisations £58,000.

An increase in grant funding to Shopmobility due to a change in the terms of the contract £10,160.

Grant funding agreement for Wey Valley Bowls Club £27,000.

Guildford Borough Council Outline Budget 2017-2018

Community Development Mgmt

Financial Information Gypsy Caravan Sites

Ledger Code CARSIT

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
5,437	Employee Related Expenditure	28,420	3,156	29,100	Employee Related		
86,544	Premises Related Expenditure	95,670	84,570	88,300	Salaries	27,820	28,510
227	Transport Related Expenditure	1,770	274	80	Premises Related		
15,027	Supplies and Services	10,790	11,317	330	Electricity	55,000	53,000
0	Third Party Payments	0	0	0	Repairs and Maintenance	9,420	9,800
0	Transfer Payments	0	0	0	Water	31,250	25,500
107,235	Total Directly Controllable Expenditure	136,650	99,317	117,810	Transport Related		
					Car Allowances	1,590	80
(160,411)	Income	(182,120)	(160,635)	(197,610)	Supplies and Services		
(53,176)	Net Directly Controllable Expenditure/(Income)	(45,470)	(61,318)	(79,800)	Contr to Bad Debts Provision	10,500	0
					Income		
69,221	Capital Charges	0	0	0	Electricity Recharged	(25,120)	(25,870)
13,090	Support Services	13,470	13,190	12,230	Expenses Recovered	(30,000)	(25,000)
29,135	Total Service Cost/(Surplus)	(32,000)	(48,128)	(67,570)	Rent (Land & Wayleaves)	(127,000)	(146,740)
					Support Services		
	Full Time Equivalent Staff	0.96	0.96	0.96	Accountancy Services Recharge	1,080	470
					Audit Services Recharge	1,280	1,820
					Customer Tech Support Recharge	1,620	1,850
					Debtors Section Recharge	680	360
					Energy Management Recharge	1,550	990
					Human Resources Recharge	550	630
					Information Sys Support Recharge	580	510
					Office Services Recharge	710	640
					Paymaster Recharge	1,000	1,050
					Public Offices Recharge	2,000	2,210

Major Variances 2016-17 v 2017-18

Decrease in premises related expenditure due to reduction in water by meter budget.

Income increase due to additional rent from new pitches at Home Farm with an expected completion date of August 2017.

Guildford Borough Council Outline Budget 2017-2018

Home Farm Management

Financial Information Home Farm Estate, Effingham

Ledger Code HOMFAR

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
790	Employee Related Expenditure	2,910	551	2,960	Employee Related		
3,965	Premises Related Expenditure	20,360	5,441	15,010	Salaries	2,830	2,900
59	Transport Related Expenditure	60	60	0	Premises Related		
13,824	Supplies and Services	50	10,037	40	Repairs and Maintenance	15,350	10,000
0	Third Party Payments	0	0	0	Site Maintenance	5,000	5,000
0	Transfer Payments	0	0	0			
18,638	Total Directly Controllable Expenditure	23,380	16,089	18,010	Income		
(11,601)	Income	(8,040)	(7,719)	(12,040)	Rents	(8,040)	(12,040)
7,037	Net Directly Controllable Expenditure/(Income)	15,340	8,370	5,970	Capital Charges		
					Depreciation	11,560	11,560
11,560	Capital Charges	11,560	11,560	11,560	Support Services		
12,656	Support Services	11,620	9,560	5,150	Asset Development Recharge	2,290	2,880
31,253	Total Service Cost/(Surplus)	38,520	29,490	22,680	Legal Services Recharge	7,460	630
	Full Time Equivalent Staff	0.10	0.10	0.10			

Major Variances 2016-17 v 2017-18

The Legal Services recharge has reduced in line with the level of legal work undertaken.

Guildford Borough Council Outline Budget 2017-2018

Housing Advice Management

Financial Information Homelessness and Emergency Accommodation

Ledger Code HOMLES

Responsible Officer Kim Rippet - Head of Housing Advice Services (Tel: 444241)

Financial Services Contact Mark Jasper - Principal Management Accountant (Tel: 444846)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
375,654	Employee Related Expenditure	341,300	338,368	344,790	Employee Related		
10,063	Premises Related Expenditure	5,000	4,799	5,000	Salaries	334,800	338,130
3,919	Transport Related Expenditure	3,350	5,185	7,870	Premises Related		
368,778	Supplies and Services	393,740	364,026	402,300	Repairs and Maintenance	5,000	5,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	2,320	6,540
758,414	Total Directly Controllable Expenditure	743,390	712,378	759,960	Supplies and Services		
					Bonds issued/claimed	46,000	46,000
(12,091)	Income	(12,500)	(17,962)	(9,000)	Building Condition Surveys	9,050	9,050
746,323	Net Directly Controllable Expenditure/(Income)	730,890	694,416	750,960	Computer Software Licence	2,240	2,230
					Emergency Accommodation	70,000	70,000
0	Capital Charges	0	0	0	General Grants	93,000	93,000
78,436	Support Services	72,500	72,560	92,560	Homeless Outreach Support	164,000	143,500
824,759	Total Service Cost/(Surplus)	803,390	766,976	843,520	Telecomms	2,130	1,950
					Income		
	Full Time Equivalent Staff	8.68	8.68	8.59	Bed and Breakfast Income	(12,500)	(9,000)
					Support Services		
					Accountancy Services Recharge	6,920	10,490
					Business Systems Recharge	17,970	20,010
					Human Resources Recharge	5,130	5,910
					Office Services Recharge	6,200	5,760
					Paymaster Recharge	6,320	6,270
					Performance Mngt. Recharge	4,000	0
					Public Offices Recharge	17,540	19,720

Major Variances 2016-17 v 2017-18

Financial Information Housing Advice

Ledger Code HOUADV

Responsible Officer Kim Rippet - Head of Housing Advice Services (Tel: 444241)

Financial Services Contact Mark Jasper - Principal Management Accountant (Tel: 444846)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services Hsg Advice Services (To HRA)	286,000	300,000
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
294,399	Supplies and Services	286,000	286,000	300,000			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
294,399	Total Directly Controllable Expenditure	286,000	286,000	300,000			
0	Income	0	0	0			
294,399	Net Directly Controllable Expenditure/(Income)	286,000	286,000	300,000			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
294,399	Total Service Cost/(Surplus)	286,000	286,000	300,000			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

This represents 50% of the overall Housing Advice service costs accounted for in full in the Housing Revenue Account and transferred to the General Fund at year-end.

Guildford Borough Council Outline Budget 2017-2018

Housing Outside The Hra Mgmt

Financial Information Housing Outside the HRA

Ledger Code OSHRA

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
11,674	Premises Related Expenditure	2,110	10,496	2,220	Electricity	600	600
0	Transport Related Expenditure	0	0	0	Repairs and Maintenance	1,160	1,270
47,307	Supplies and Services	131,070	136,519	910	Window Cleaning	350	350
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Consultants (Advice)	130,000	0
58,981	Total Directly Controllable Expenditure	133,180	147,015	3,130	Emergency Communication System	1,070	910
					Income		
(9,374)	Income	(13,600)	(14,385)	(24,790)	Expenses Recovered	(6,360)	(7,470)
49,607	Net Directly Controllable Expenditure/(Income)	119,580	132,630	(21,660)	Garage Rents	0	(1,850)
					Rent Income	(6,770)	0
45,950	Capital Charges	23,150	23,150	45,950	Capital Charges		
3,310	Support Services	2,530	3,247	1,890	Capital Financing	23,150	45,950
98,867	Total Service Cost/(Surplus)	145,260	159,027	26,180	Support Services		
					Accountancy Services Recharge	1,130	880
	Full Time Equivalent Staff				Debtors Section Recharge	600	410

Major Variances 2016-17 v 2017-18

Supplies and services have decreased by £130,000, this relates to consultants costs for the start up costs of North Downs Housing Ltd, this was financed from invest to save.

Financial Information Housing Surveying Services

Ledger Code G6525

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
577,932	Employee Related Expenditure	547,810	565,847	669,530	Employee Related		
0	Premises Related Expenditure	20,000	0	0	Salaries	524,950	651,230
29,719	Transport Related Expenditure	35,790	38,553	41,130	Premises Related		
8,310	Supplies and Services	9,150	9,453	8,740	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	35,740	41,080
0	Transfer Payments	0	0	0	Supplies and Services		
615,961	Total Directly Controllable Expenditure	612,750	613,853	719,400	Computer Software Licence	2,520	2,520
					Copying & Printing	1,310	1,290
(589,307)	Income	(740,720)	(740,720)	(823,050)	Postage	1,130	890
26,654	Net Directly Controllable Expenditure/(Income)	(127,970)	(126,867)	(103,650)	Storage, Archiving Recharge	780	310
					Telecomms	1,410	2,220
0	Capital Charges	0	0	0	Income		
50,458	Support Services	87,320	87,390	97,950	Support Service Recharge	(740,720)	(823,050)
77,112	Total Service Cost/(Surplus)	(40,650)	(39,477)	(5,700)	Support Services		
					Accountancy Services Recharge	1,820	710
	Full Time Equivalent Staff	11.66	11.66	13.66	Business Systems Recharge	23,830	26,410
					Customer Service Centre Recharge	4,570	4,330
					Health and Safety Recharge	1,770	2,570
					Human Resources Recharge	7,380	9,930
					Office Services Recharge	8,480	9,150
					Paymaster Recharge	6,070	4,320
					Public Offices Recharge	23,970	31,360

Major Variances 2016-17 v 2017-18

The Housing Surveying Services account is fully recharged to client functions in both the general fund and HRA.

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Licensing Services

Ledger Code LICENS

Responsible Officer Mike Smith - Licensing Team Leader (Tel: 444387)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
132,357	Employee Related Expenditure	152,790	172,809	170,630
0	Premises Related Expenditure	0	0	0
4,015	Transport Related Expenditure	3,070	3,553	5,330
8,707	Supplies and Services	7,440	9,582	10,190
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
145,079	Total Directly Controllable Expenditure	163,300	185,944	186,150
(162,278)	Income	(159,430)	(160,664)	(164,210)
(17,199)	Net Directly Controllable Expenditure/(Income)	3,870	25,280	21,940
0	Capital Charges	0	0	0
61,082	Support Services	60,300	60,380	71,360
43,883	Total Service Cost/(Surplus)	64,170	85,660	93,300
	Full Time Equivalent Staff	3.50	3.50	4.24

Major Variances 2016-17 v 2017-18

Salary charges have increased due to salary allocation changes within the service.

Animal Licence fee income has moved to Licensing Services for 2017-18.

Major Items

Employee Related

	2016-17 Estimate £	2017-18 Estimate £
Recharge From Other Emp. Exps.	1,150	1,370
Salaries	149,220	167,580

Transport Related

	2016-17 Estimate £	2017-18 Estimate £
Car Leasing and Allowances	2,970	5,130

Supplies and Services

	2016-17 Estimate £	2017-18 Estimate £
Computer Software Licence	1,210	2,130
IT Renewals	1,920	3,460
Postage	1,250	550
Telecomms	590	660

Income

	2016-17 Estimate £	2017-18 Estimate £
Animal Licence Income	0	(3,500)
Licence Fees	(156,650)	(156,440)

Support Services

	2016-17 Estimate £	2017-18 Estimate £
Accountancy Services Recharge	2,750	3,830
Audit Services Recharge	2,930	4,200
Business Services Support Recharge	1,630	1,990
Customer Tech Support Recharge	4,590	5,280
Human Resources Recharge	1,960	2,770
Information Sys Support Recharge	2,280	1,980
Legal Services Recharge	27,340	30,000
Office Services Recharge	2,470	2,800
Paymaster Recharge	2,640	3,020
Performance & Trans Recharge	1,580	1,420
Public Offices Recharge	6,950	9,620

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Pest Control

Ledger Code PESCON

Responsible Officer Gary Durrant - Team Leader Environmental Control (Tel: 444373)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
32,076	Employee Related Expenditure	9,210	8,916	13,690	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	7,980	13,030
167	Transport Related Expenditure	120	370	620	Supplies and Services		
45,421	Supplies and Services	57,590	46,600	57,490	Payment to Contractors	57,000	57,000
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Pest Control Charges	(15,450)	(16,500)
77,664	Total Directly Controllable Expenditure	66,920	55,886	71,800	Recharged to Other Services	(45,110)	(45,000)
					Support Services		
(65,162)	Income	(60,560)	(65,749)	(61,500)	Accountancy Services Recharge	950	960
12,502	Net Directly Controllable Expenditure/(Income)	6,360	(9,863)	10,300	Business Services Support Recharge	110	140
					Customer Tech Support Recharge	3,630	4,180
0	Capital Charges	0	0	0	Human Resources Recharge	1,030	220
9,960	Support Services	13,580	13,620	9,690	Information Sys Support Recharge	990	860
22,462	Total Service Cost/(Surplus)	19,940	3,757	19,990	Legal Services Recharge	380	740
					Office Services Recharge	560	190
	Full Time Equivalent Staff	0.17	0.17	0.29	Paymaster Recharge	1,900	460
					Public Offices Recharge	1,580	670

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Private Sector Housing

Ledger Code PRIHOU

Responsible Officer Ted Wainhouse - Private Sector Services Manager (Tel 444305)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
518,663	Employee Related Expenditure	545,280	493,702	537,900
820	Premises Related Expenditure	0	0	0
30,182	Transport Related Expenditure	29,200	26,708	22,870
70,332	Supplies and Services	48,290	64,659	55,420
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
619,997	Total Directly Controllable Expenditure	622,770	585,069	616,190
(329,734)	Income	(295,020)	(316,564)	(290,130)
290,263	Net Directly Controllable Expenditure/(Income)	327,750	268,505	326,060
523,896	Capital Charges	520,000	520,000	520,000
123,602	Support Services	104,470	104,560	110,350
937,761	Total Service Cost/(Surplus)	952,220	893,065	956,410
	Full Time Equivalent Staff	12.12	12.12	11.32

Major Variances 2016-17 v 2017-18

The increase in Materials is a correction on previous years budget already recovered in income.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Casual Salaries	11,350	11,350
Insurance - Emps Liab, All Risk	3,570	3,940
Private Medical	4,920	4,910
Salaries	519,400	511,940
Transport Related		
Car Leasing and Allowances	23,890	18,100
Officers Car Leasing	12,000	9,680
Supplies and Services		
Bought In Services	4,200	2,200
Computer Software Licence	9,700	9,800
Consultants (Projects)	2,000	1,600
Consultants Fees	3,540	3,140
Home Trust Loan Scheme	6,170	6,170
Materials	6,150	12,000
Postages	4,470	1,860
Printing Services Recharge	3,710	3,860
Income		
Expenses Recovered	(36,000)	(28,410)
Fee Income	(70,200)	(67,000)
Income from Clients	(20,000)	(17,000)
SCC Income	(164,720)	(164,720)
Capital Charges		
REFCUS	520,000	520,000
Support Services		
Accountancy Services Recharge	4,960	4,240
Business Systems Recharge	26,810	29,420
Human Resources Recharge	7,950	8,520
Legal Services Recharge	8,040	11,090
Office Services Recharge	8,580	7,270
Paymaster Recharge	5,240	7,480
Performance & Trans Recharge	5,540	4,010
Public Offices Recharge	24,270	24,880

Financial Information Project Aspire

Ledger Code PROASP

Responsible Officer Stephen Benbough - Policy and Partnerships Officer (Tel: 444052)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	10,417	0			
0	Transport Related Expenditure	0	0	0			
0	Supplies and Services	0	36,002	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
0	Total Directly Controllable Expenditure	0	46,419	0			
0	Income	0	0	0			
0	Net Directly Controllable Expenditure/(Income)	0	46,419	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
0	Total Service Cost/(Surplus)	0	46,419	0			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

Project Aspire has been set up to improve the lives of residents, particularly in disadvantaged areas which is funded through reserves.

Guildford Borough Council Outline Budget 2017-2018

Health and Community Care Mgmt

Financial Information Public Health

Ledger Code PUBHEA

Responsible Officer Helen Barnsley - Corporate Public Health Co-ordinator (Tel: 444218)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
54,115	Employee Related Expenditure	48,290	49,542	52,410	Employee Related		
144	Premises Related Expenditure	0	0	0	Salaries	47,210	51,260
965	Transport Related Expenditure	770	1,182	1,020	Transport Related		
6,504	Supplies and Services	21,750	17,802	21,930	Car Allowances	770	1,020
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Consultants (Projects)	20,000	20,000
61,728	Total Directly Controllable Expenditure	70,810	68,526	75,360	Printing Services Recharge	1,310	1,370
					Support Services		
(935)	Income	0	0	0	Accountancy and Debtors Recharge	300	130
60,793	Net Directly Controllable Expenditure/(Income)	70,810	68,526	75,360	Business Systems Recharge	1,610	1,740
					Customer Service Centre Recharge	400	380
0	Capital Charges	0	0	0	Health and Safety Recharge	120	150
7,010	Support Services	5,840	5,870	6,580	HR Services Recharge	450	580
67,803	Total Service Cost/(Surplus)	76,650	74,396	81,940	Office Services Recharge	570	590
					Performance & Trans Recharge	370	300
	Full Time Equivalent Staff	0.80	0.80	0.88	Public Offices Recharge	1,620	2,020

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Housing Advice Management

Financial Information Surrey Family Support Programme

Ledger Code FAMSUP

Responsible Officer Kim Rippet - Head of Housing Advice Services (Tel: 444241)

Financial Services Contact Mark Jasper - Principal Management Accountant (Tel: 444846)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
263,895	Employee Related Expenditure	284,680	290,323	294,250	Employee Related		
0	Premises Related Expenditure	0	15,637	0	Salaries	279,420	288,490
13,869	Transport Related Expenditure	13,330	15,717	16,110	Transport Related		
7,650	Supplies and Services	6,390	36,516	6,980	Car Allowances	13,240	16,020
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Recharged to Other Services	(50,000)	(50,000)
285,414	Total Directly Controllable Expenditure	304,400	358,193	317,340	SCC Grant	(150,000)	(190,000)
(262,774)	Income	(204,780)	(287,676)	(240,000)	Support Services		
22,640	Net Directly Controllable Expenditure/(Income)	99,620	70,517	77,340	Customer Tech Support Recharge	10,070	11,580
0	Capital Charges	0	0	0	Human Resources	4,480	5,890
58,019	Support Services	50,580	50,640	55,900	Office Services Recharge	5,220	4,970
80,659	Total Service Cost/(Surplus)	150,200	121,157	133,240	Performance Mngt. Recharge	3,370	0
					Public Offices Recharge	14,770	17,010
	Full Time Equivalent Staff	7.81	7.81	7.41			

Major Variances 2016-17 v 2017-18

Additional resources will be funded from the Family Support Reserves.

Financial Information Taxi Licensing and Private Hire Vehicles

Ledger Code TAXLIC

Responsible Officer Mike Smith - Licensing Team Leader (Tel: 444387)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
78,174	Employee Related Expenditure	128,610	156,592	132,170
0	Premises Related Expenditure	0	0	0
1,057	Transport Related Expenditure	690	1,938	4,360
95,283	Supplies and Services	133,470	112,636	40,540
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
174,514	Total Directly Controllable Expenditure	262,770	271,166	177,070
(222,710)	Income	(204,100)	(199,713)	(175,320)
(48,196)	Net Directly Controllable Expenditure/(Income)	58,670	71,453	1,750
0	Capital Charges	0	0	0
49,940	Support Services	42,080	42,200	49,550
1,744	Total Service Cost/(Surplus)	100,750	113,653	51,300
	Full Time Equivalent Staff	4.94	4.94	3.06

Major Variances 2016-17 v 2017-18

An additional budget of £24,040 was previously made available to cover the remaining 50% of vehicles claiming 25% of the cost for the adoption of a Guildford livery for taxi vehicles - this offer has now expired and the budget removed.

Taxi and Private Hire Car Tests and DBS checks are now the responsibility of the driver and do not form part of the Taxi Licence fee.

Income levels for all Taxi/Private Hire Licence Fees are based on the current level of licences being issued.

The Legal Services recharge reflects a revised actual usage in 2015-16 and 2016-17, which is used as the basis of the recharge for 2017-18.

Major Items

Employee Related

	2016-17 Estimate £	2017-18 Estimate £
Salaries	124,250	127,570
Training	2,120	1,910

Transport Related

	2016-17 Estimate £	2017-18 Estimate £
Car Leasing and Allowances	690	4,360

Supplies and Services

	2016-17 Estimate £	2017-18 Estimate £
Advertising	1,930	1,710
Computer Software Licence	3,000	3,000
Consultants (Projects)	33,630	7,000
DBS Checks	9,080	0
Dvla Checks	1,000	3,000
Legal Expenses	1,120	6,500
New, Replace Equip & Tools	4,480	3,690
Payment to Contractors	5,000	4,000
Postage	1,260	550
Printing and Stationery	3,680	3,470
Taxi and Private Hire Car Tests	58,930	0
Taxi Ranks Maintenance	8,070	6,000

Income

	2016-17 Estimate £	2017-18 Estimate £
Taxi Licence Fees	(201,200)	(173,120)

Support Services

	2016-17 Estimate £	2017-18 Estimate £
Accountancy Services Recharge	6,110	4,790
Business Services Support Recharge	940	1,160
Customer Tech Support Recharge	2,560	2,940
HR Services Recharge	1,720	2,000
Information Sys Support Recharge	1,300	1,130
Legal Services Recharge	14,110	21,320
Office Services Recharge	2,180	2,050
Paymaster Recharge	3,280	4,040
Performance & Trans Recharge	1,420	1,030
Public Offices Recharge	6,190	7,030

Guildford Borough Council Outline Budget 2017-2018

Property Management

Financial Information Woking Road Depot Stores

Ledger Code WRDSTO

Responsible Officer Philip O'Dwyer - Director of Community Services (Tel: 444318)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
52,916	Employee Related Expenditure	53,200	50,045	48,730	Employee Related		
17,250	Premises Related Expenditure	14,250	13,720	12,150	Salaries	52,260	47,760
3,699	Transport Related Expenditure	180	3,093	190	Premises Related		
10,237	Supplies and Services	8,380	9,156	9,410	Proportion of Depot Expenses	13,710	12,150
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	7,670	7,580
84,102	Total Directly Controllable Expenditure	76,010	76,014	70,480	Equipment & Racking	500	500
					Income		
(97,990)	Income	(93,860)	(93,894)	(88,860)	Recharged to Other Services	(60,210)	(59,590)
(13,888)	Net Directly Controllable Expenditure/(Income)	(17,850)	(17,880)	(18,380)	Stores Archive	(33,650)	(29,270)
					Capital Charges		
636	Capital Charges	640	640	640	Capital Financing	640	640
17,560	Support Services	18,710	18,740	17,730	Support Services		
4,308	Total Service Cost/(Surplus)	1,500	1,500	(10)	Accountancy Services Recharge	2,730	1,530
					Audit Services Recharge	2,930	4,200
	Full Time Equivalent Staff	1.45	1.45	1.45	Business Systems Recharge	5,000	5,640
					Customer Service Centre Recharge	410	390
					Human Resources Recharge	810	950
					Paymaster Recharge	3,390	1,930
					Works Services Recharge	2,520	2,320

Major Variances 2016-17 v 2017-18

There are no major variances to report.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

CORPORATE DIRECTORATE

DIRECTOR - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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Subjective Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
6,094,846	6,009,200	Gross Expenditure	6,540,150	6,715,980	6,896,940	7,083,090
(2,318,548)	(2,382,220)	Gross Income	(2,640,030)	(2,724,880)	(2,812,440)	(2,902,820)
3,776,298	3,626,980	Net Expenditure	3,900,120	3,991,100	4,084,500	4,180,270
2,927,698	2,889,990	Employee Related Expenditure	3,287,780	3,383,340	3,481,950	3,583,600
19,106	10,570	Premises Related Expenditure	9,920	10,080	10,240	10,420
54,764	57,950	Transport Related Expenditure	68,770	73,990	79,220	84,460
1,636,471	1,695,710	Supplies and Services	1,716,820	1,744,980	1,773,690	1,803,010
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
4,638,039	4,654,220	Total Directly Controllable Expenditure	5,083,290	5,212,390	5,345,100	5,481,490
(2,318,548)	(2,382,220)	Income	(2,640,030)	(2,724,880)	(2,812,440)	(2,902,820)
2,319,491	2,272,000	Net Directly Controllable Expenditure/(Income)	2,443,260	2,487,510	2,532,660	2,578,670
128,586	14,910	Capital Charges	16,090	16,090	16,090	16,090
1,328,221	1,340,070	Support Services	1,440,770	1,487,500	1,535,750	1,585,510
3,776,298	3,626,980	Total Service Cost/(Surplus)	3,900,120	3,991,100	4,084,500	4,180,270

Service Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
6,075	4,730	Access Group for Guildford	4,240	4,340	4,450	4,560
200,380	214,740	Civic Expenses	230,810	235,530	240,400	245,430
30,487	480	Committee Services	(1,180)	(1,850)	(2,530)	(3,230)
274,750	236,970	Community Development	284,000	289,620	295,410	301,390
948,630	806,970	Corporate Services	914,960	942,670	970,960	999,890
376,433	447,600	Council and Committee Support	472,770	486,780	501,250	516,100
826,985	1,009,950	Democratic Representation and Management	941,010	969,470	998,870	1,029,190
199,245	97,010	Elections	103,110	105,740	108,440	111,220
175,861	279,100	Electoral Registration	276,620	281,260	286,040	290,960
10,522	12,780	Guildford Youth Council	10,040	10,280	10,520	10,770
32,382	850	HR Services	(53,810)	(57,330)	(60,950)	(64,720)
0	0	Information Rights Officer	(1,820)	(2,210)	(2,600)	(3,020)
60,085	8,810	Legal Services	20,280	21,670	22,930	24,130
(25,750)	(95,520)	Other Employee Costs	99,080	93,620	87,970	82,150
290,347	210,800	Parish and Local Liaison	213,070	213,540	214,010	214,500
0	52,880	Procurement	42,670	45,980	49,350	52,740
369,866	338,830	Public Relations and Marketing	344,270	351,990	359,980	368,210
3,776,298	3,626,980	Total Net Expenditure/(Income)	3,900,120	3,991,100	4,084,500	4,180,270

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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Guildford Borough Council Outline Budget 2017-2018

Democratic Services Management

Financial Information Access Group for Guildford

Ledger Code ACCGUI

Responsible Officer John Armstrong - Democratic Services Manager (Tel: 444102)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
628	Employee Related Expenditure	1,300	701	1,260	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,270	1,230
235	Transport Related Expenditure	630	295	360	Support Services		
672	Supplies and Services	300	285	280	Committee Services Recharge	2,380	2,260
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
1,535	Total Directly Controllable Expenditure	2,230	1,281	1,900			
0	Income	0	0	0			
1,535	Net Directly Controllable Expenditure/(Income)	2,230	1,281	1,900			
0	Capital Charges	0	0	0			
4,540	Support Services	2,500	2,500	2,340			
6,075	Total Service Cost/(Surplus)	4,730	3,781	4,240			
	Full Time Equivalent Staff	0.02	0.02	0.02			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Democratic Services Management

Financial Information Civic Expenses

Ledger Code CIVEXP

Responsible Officer Kate Foxton - Civic Secretary (Tel: 444031)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
108,418	Employee Related Expenditure	95,690	107,456	115,230	Employee Related		
0	Premises Related Expenditure	1,480	1,480	1,310	Salaries	91,320	111,000
9,229	Transport Related Expenditure	10,730	10,384	10,480	Premises Related		
53,127	Supplies and Services	79,980	63,963	81,190	Proportion of Depot Expenses	1,480	1,310
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel and Oil	3,000	2,000
170,774	Total Directly Controllable Expenditure	187,880	183,283	208,210	Transport Pool Hire Charge	5,860	6,900
					Supplies and Services		
(24)	Income	0	0	0	Borough Promotional Expenses	36,720	36,720
170,750	Net Directly Controllable Expenditure/(Income)	187,880	183,283	208,210	Deputy Mayor Allowance	2,660	2,660
					Event Costs	20,000	20,000
0	Capital Charges	0	0	0	Insurance; All Risks	5,710	5,820
29,630	Support Services	26,860	26,870	22,600	Mayors Allowance	10,620	10,620
200,380	Total Service Cost/(Surplus)	214,740	210,153	230,810	Printing and Stationery	2,440	2,300
					Telecomms	150	170
	Full Time Equivalent Staff	2.33	2.33	2.79	Support Services		
					Accountancy Services Recharge	3,530	3,770
					Customer Tech Support Recharge	1,910	2,200
					Human Resources Recharge	1,300	1,830
					Legal Services Recharge	7,210	0
					Office Services Recharge	1,660	1,870
					Paymaster Recharge	1,990	1,620
					Public Offices Recharge	4,700	6,410

Major Variances 2016-17 v 2017-18

Salary charges have increased due to salary allocation changes within the service.

Legal services have reviewed the recharge resulting in a zero charge for Civic Expenses.

Guildford Borough Council Outline Budget 2017-2018

Democratic Services Management

Financial Information Committee Services

Ledger Code CSADMN

Responsible Officer John Armstrong - Democratic Services Manager (Tel: 444102)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
198,211	Employee Related Expenditure	183,070	139,508	167,960	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	178,060	162,940
5,849	Transport Related Expenditure	5,430	5,572	3,190	Transport Related		
6,851	Supplies and Services	10,140	9,907	11,800	Car Leasing and Allowances	5,330	3,090
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	6,870	7,200
210,911	Total Directly Controllable Expenditure	198,640	154,987	182,950	IT Renewals	1,270	1,270
(224,402)	Income	(238,430)	(238,877)	(225,820)	Income		
(13,491)	Net Directly Controllable Expenditure/(Income)	(39,790)	(83,890)	(42,870)	Support Service Recharge	(238,430)	(225,820)
0	Capital Charges	0	0	0	Support Services		
43,978	Support Services	40,270	40,310	41,690	Accountancy Services Recharge	1,140	1,220
30,487	Total Service Cost/(Surplus)	480	(43,580)	(1,180)	Business Services Support Recharge	4,610	5,640
					Customer Tech Support Recharge	10,530	12,110
					HR Services Recharge	2,250	2,420
					Information Sys Support Recharge	4,380	3,820
					Office Services Recharge	2,440	1,980
					Paymaster Recharge	3,120	1,010
					Public Offices Recharge	6,890	6,800
	Full Time Equivalent Staff	3.36	3.36	2.96			

Major Variances 2016-17 v 2017-18

Employee costs have decreased due to changes in salary allocations.

The support service recharge has decreased in line with the cost of the service.

Financial Information Community Development

Ledger Code COMDEV

Responsible Officer Stephen Benbough - Policy and Partnerships Officer (Tel: 444052)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
154,703	Employee Related Expenditure	121,460	128,831	162,980	Employee Related		
5,000	Premises Related Expenditure	5,000	5,000	5,000	Private Medical	1,080	1,120
1,399	Transport Related Expenditure	480	885	4,720	Recharge From Other Emp. Exps.	1,030	1,310
96,431	Supplies and Services	85,620	106,050	84,960	Salaries	117,810	157,920
0	Third Party Payments	0	0	0	Training	760	1,770
0	Transfer Payments	0	0	0	Premises Related		
257,533	Total Directly Controllable Expenditure	212,560	240,766	257,660	Payment in Lieu of Rent	5,000	5,000
					Transport Related		
(27,450)	Income	(15,000)	(39,273)	(15,000)	Car Leasing and Allowances	420	4,640
230,083	Net Directly Controllable Expenditure/(Income)	197,560	201,493	242,660	Supplies and Services		
					Contribution to Partnership	15,000	15,000
14,887	Capital Charges	13,710	13,720	14,890	General Grants	61,160	58,660
29,780	Support Services	25,700	25,120	26,450	Grants Database	2,200	3,800
274,750	Total Service Cost/(Surplus)	236,970	240,333	284,000	Income		
					Other Grants and Sponsorship	(15,000)	(15,000)
					Capital Charges		
	Full Time Equivalent Staff	2.25	2.25	2.45	Depreciation	13,710	14,890
					Support Services		
					Accountancy and Debtors Recharge	3,690	2,570
					Business Systems Recharge	7,340	7,780
					Customer Service Centre Recharge	1,060	1,000
					Human Resources Recharge	1,750	2,630
					Office Services Recharge	1,680	1,640
					Paymaster Recharge	1,720	1,990
					Performance & Trans Recharge	1,090	830
					Public Offices Recharge	4,760	5,600

Major Variances 2016-17 v 2017-18

Due to a recent service review, changes to salaries and the allocations have been made to the service, including funding for an additional member of staff.

Financial Information Corporate Services

Ledger Code CORSER

Responsible Officer Satish Mistry - Director of Corporate Services (Tel: 444042)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
416,571	Employee Related Expenditure	415,650	435,043	368,680	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	379,800	333,550
13,829	Transport Related Expenditure	11,980	12,553	10,900	Training Management Development	30,000	30,000
377,872	Supplies and Services	269,540	374,061	283,070	Transport Related		
0	Third Party Payments	0	0	0	Officers Car Leasing	10,770	9,020
0	Transfer Payments	0	0	0	Supplies and Services		
808,272	Total Directly Controllable Expenditure	697,170	821,657	662,650	Audit Fee	58,530	60,000
(130,906)	Income	(129,790)	(128,252)	(118,240)	Bank Charges	37,000	37,000
677,366	Net Directly Controllable Expenditure/(Income)	567,380	693,405	544,410	Computer Software; New Systems	8,750	9,750
0	Capital Charges	0	0	0	Debit & Credit Card Charges	145,000	150,000
271,264	Support Services	239,590	239,310	370,550	Printing Services Recharge	9,910	10,330
948,630	Total Service Cost/(Surplus)	806,970	932,715	914,960	Income		
					Expenses Recovered	(18,500)	(17,000)
					Recharged to Other Services	(111,290)	(101,240)
					Support Services		
	Full Time Equivalent Staff	4.91	4.91	2.77	Accountancy Services Recharge	109,440	130,640
					Audit Services Recharge	28,190	40,460
					Business Services Support Recharge	3,610	4,430
					Customer Tech Support Recharge	12,530	14,410
					HR Services Recharge	2,870	1,820
					Information Gov'n Recharge	0	69,280
					Information Sys Support Recharge	4,830	4,200
					Legal Services Recharge	32,970	59,140
					Office Services Recharge	3,650	1,840
					Paymaster Recharge	2,410	4,620
					Performance & Trans Recharge	2,360	930
					Public Offices Recharge	10,320	6,310
					Valuation Services Recharge	19,420	26,440

Major Variances 2016-17 v 2017-18

Changes to salary allocations have resulted in a reduction of costs.

Due to the review of Support Service recharges the majority of costs have increased.

The Information Governance recharge is new for 2017-18 and in line with CIPFA guidance this can be charged to Corporate Services in full.

Guildford Borough Council Outline Budget 2017-2018

Democratic Services Management

Financial Information Council and Committee Support

Ledger Code COMSUP

Responsible Officer John Armstrong - Democratic Services Manager (Tel: 444102)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
84,734	Employee Related Expenditure	127,340	133,259	136,640	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	106,450	110,360
2,588	Transport Related Expenditure	2,950	2,853	2,240	Staff Committee Att. Allowance	20,060	23,720
103,348	Supplies and Services	109,540	128,232	121,580	Transport Related		
0	Third Party Payments	0	0	0	Car Leasing and Allowances	2,950	2,240
0	Transfer Payments	0	0	0	Supplies and Services		
190,670	Total Directly Controllable Expenditure	239,830	264,344	260,460	Contributions	35,000	35,000
(41,567)	Income	(41,810)	(41,810)	(36,550)	Printing Services Recharge	69,170	81,390
149,103	Net Directly Controllable Expenditure/(Income)	198,020	222,534	223,910	Income		
					Recharged to Other Services	(41,810)	(36,550)
0	Capital Charges	0	0	0	Support Services		
227,330	Support Services	249,580	249,550	248,860	Accountancy Services Recharge	5,580	4,220
376,433	Total Service Cost/(Surplus)	447,600	472,084	472,770	Committee Services Recharge	231,260	219,040
					Legal Services Recharge	9,070	16,900
	Full Time Equivalent Staff	0.75	0.75	1.67			

Major Variances 2016-17 v 2017-18

The Printing Service recharge has been based on actual usage in 2015-16 therefore a year in arrear.

The Committee Services recharge has been reviewed resulting in a reduction for 2017-18.

Guildford Borough Council Outline Budget 2017-2018

Democratic Services Management

Financial Information Democratic Representation and Management

Ledger Code DEMREP

Responsible Officer John Armstrong - Democratic Services Manager (Tel: 444102)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
201,168	Employee Related Expenditure	193,650	192,251	202,790
0	Premises Related Expenditure	0	0	0
6,630	Transport Related Expenditure	7,960	7,521	5,380
384,739	Supplies and Services	517,400	506,810	506,440
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
592,537	Total Directly Controllable Expenditure	719,010	706,582	714,610
(87,630)	Income	(88,650)	(88,971)	(108,470)
504,907	Net Directly Controllable Expenditure/(Income)	630,360	617,611	606,140
0	Capital Charges	0	0	0
322,078	Support Services	379,590	379,730	334,870
826,985	Total Service Cost/(Surplus)	1,009,950	997,341	941,010
	Full Time Equivalent Staff	2.43	2.43	2.59

Major Variances 2016-17 v 2017-18

Salary allocation changes have resulted in an increased charge to the service.

The postage expenditure has reduced as a result of the 2015-16 actual expenditure being used as the basis for budget allocation.

Changes to the mechanism for recharging to other internal services has resulted in additional income.

Public Offices recharge for 2017-18 reflects a revised depreciation charge for 2017-18.

Major Items

Employee Related

	2016-17 Estimate £	2017-18 Estimate £
Councillors Training	12,000	12,000
Salaries	174,040	184,870

Transport Related

	2016-17 Estimate £	2017-18 Estimate £
Car Leasing and Allowances	7,060	4,670

Supplies and Services

	2016-17 Estimate £	2017-18 Estimate £
Accreditation Assessments	3,000	3,000
Contract Refreshments	11,700	11,700
Councillors Attendance Allowances	435,260	435,260
Postage	18,310	9,530
Printing and Stationery	9,270	5,720
Telecomms	10,870	9,380
Webcasting	15,250	16,650

Income

	2016-17 Estimate £	2017-18 Estimate £
Recharged to Other Services	(88,650)	(108,470)

Support Services

	2016-17 Estimate £	2017-18 Estimate £
Accountancy Services Recharge	3,280	3,490
Business Services Support Recharge	29,240	35,820
Customer Service Centre Recharge	6,910	6,550
Customer Tech Support Recharge	67,890	78,080
Information Sys Support Recharge	24,510	21,330
Office Services Recharge	37,660	33,660
Paymaster Recharge	4,770	2,950
Public Offices Recharge	185,680	128,510

Guildford Borough Council Outline Budget 2017-2018

Electoral Services Management

Financial Information Elections

Ledger Code ELECT1

Responsible Officer Elaine Bradbrook - Electoral Service Manager (Tel: 444126)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
51,496	Employee Related Expenditure	64,870	60,601	68,850
9,009	Premises Related Expenditure	0	8,464	0
986	Transport Related Expenditure	1,480	1,344	1,220
164,024	Supplies and Services	15,610	187,833	15,220
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
225,515	Total Directly Controllable Expenditure	81,960	258,242	85,290
(42,289)	Income	0	0	0
183,226	Net Directly Controllable Expenditure/(Income)	81,960	258,242	85,290
1,199	Capital Charges	1,200	1,200	1,200
14,820	Support Services	13,850	13,880	16,620
199,245	Total Service Cost/(Surplus)	97,010	273,322	103,110
	Full Time Equivalent Staff	1.45	1.45	1.45

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Casual / Temporary Staff	1,620	1,650
Salaries	56,680	59,540
Training	5,500	6,500
Transport Related		
Car Leasing and Allowances	1,370	1,110
Supplies and Services		
Books and Publications	1,000	1,000
Borough Election Costs	50	50
Computer Related Costs	9,100	9,100
Electoral Admin Bill Changes	1,500	1,500
New, Replace Equip & Tools	2,000	2,000
Support Services		
Accountancy Services Recharge	3,540	4,550
Audit Services Recharge	1,460	2,100
Business Systems Recharge	1,640	1,780
Health and Safety Recharge	160	240
HR Services Recharge	730	950
Legal Services Recharge	380	840
Paymaster Recharge	1,760	600
Public Offices Recharge	2,110	3,330

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Electoral Services Management

Financial Information Electoral Registration

Ledger Code ELECTO

Responsible Officer Elaine Bradbrook - Electoral Service Manager (Tel: 444126)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
94,655	Employee Related Expenditure	92,560	82,087	96,650	Employee Related		
3,500	Premises Related Expenditure	2,780	2,780	2,460	Casual / Temporary Staff	2,700	2,700
899	Transport Related Expenditure	1,490	1,214	1,230	Salaries	87,380	91,840
102,483	Supplies and Services	146,940	156,982	137,440	Premises Related		
0	Third Party Payments	0	0	0	Proportion of Depot Expenses	2,780	2,460
0	Transfer Payments	0	0	0	Transport Related		
201,537	Total Directly Controllable Expenditure	243,770	243,063	237,780	Car Leasing and Allowances	1,240	1,080
(62,332)	Income	(3,740)	(40,233)	(3,000)	Supplies and Services		
139,205	Net Directly Controllable Expenditure/(Income)	240,030	202,830	234,780	Advertising	4,000	4,000
0	Capital Charges	0	0	0	Computer Related Costs	7,000	8,000
36,656	Support Services	39,070	39,100	41,840	Copying Machines	1,040	1,100
175,861	Total Service Cost/(Surplus)	279,100	241,930	276,620	Electoral Admin Bill Changes	2,000	2,000
					Electoral Registration Fees	35,530	35,530
					External Printing and Design	18,540	16,000
					Postage	68,790	61,420
					Printing Services Recharge	7,620	6,990
					Income		
					Electoral Registers Sales	(3,740)	(3,000)
					Support Services		
					Accountancy Services Recharge	1,210	1,520
					Audit Services Recharge	980	1,400
					Business Services Support Recharge	5,540	6,780
					Customer Service Centre Recharge	1,200	1,130
					Customer Tech Support Recharge	11,620	13,360
					Human Resources Recharge	1,560	1,720
					Information Sys Support Recharge	3,250	2,830
					Office Services Recharge	2,160	1,760
					Paymaster	2,110	2,390
					Public Offices Recharge	6,120	6,040
	Full Time Equivalent Staff	2.63	2.63	2.63			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Democratic Services Management

Financial Information Guildford Youth Council

Ledger Code YOUCOU

Responsible Officer John Armstrong - Democratic Services Manager (Tel: 444102)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
2,042	Employee Related Expenditure	1,750	1,815	1,780	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,720	1,750
475	Transport Related Expenditure	760	191	480	Supplies and Services		
925	Supplies and Services	4,780	1,159	2,590	Support for Forum	4,090	2,000
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Committee Services Recharge	4,790	4,520
3,442	Total Directly Controllable Expenditure	7,290	3,165	4,850			
0	Income	0	0	0			
3,442	Net Directly Controllable Expenditure/(Income)	7,290	3,165	4,850			
0	Capital Charges	0	0	0			
7,080	Support Services	5,490	5,500	5,190			
10,522	Total Service Cost/(Surplus)	12,780	8,665	10,040			
	Full Time Equivalent Staff	0.05	0.05	0.05			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

HR and Business Improvement

Financial Information HR Services

Ledger Code HRSERV

Responsible Officer Clare Matton - Organisational Development Manager (Tel: 444022)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
360,926	Employee Related Expenditure	340,180	343,930	366,880	Employee Related		
0	Premises Related Expenditure	0	0	0	Private Medical	3,430	3,550
2,956	Transport Related Expenditure	2,660	2,869	8,170	Salaries	325,450	355,380
32,041	Supplies and Services	38,310	36,652	45,200	Training	6,000	1,820
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	2,650	7,770
395,923	Total Directly Controllable Expenditure	381,150	383,451	420,250	Supplies and Services		
(466,940)	Income	(476,840)	(476,840)	(563,850)	Accreditation Assessments	2,800	2,800
(71,017)	Net Directly Controllable Expenditure/(Income)	(95,690)	(93,389)	(143,600)	Computer Software Licence	13,200	20,000
0	Capital Charges	0	0	0	Consultants Fees	6,890	7,000
103,399	Support Services	96,540	96,650	89,790	Copying Machines	5,610	4,700
32,382	Total Service Cost/(Surplus)	850	3,261	(53,810)	General Subscriptions	350	1,400
					IT Renewals	2,750	2,750
					Printing Services Recharge	1,490	1,550
					Income		
	Full Time Equivalent Staff	7.09	7.09	7.96	Support Service Recharge	(476,840)	(563,850)
					Support Services		
					Accountancy Services Recharge	5,490	5,940
					Audit Services Recharge	5,130	7,360
					Business Services Support Recharge	5,730	7,010
					Customer Service Centre Recharge	3,310	3,130
					Customer Tech Support Recharge	15,990	18,390
					Health and Safety Recharge	1,060	1,480
					Information Sys Support Recharge	4,830	4,200
					Legal Services Recharge	24,900	6,760
					Office Services Recharge	5,060	5,330
					Paymaster Recharge	5,320	6,740
					Performance & Trans Recharge	3,270	2,690
					Public Offices Recharge	14,310	18,280

Major Variances 2016-17 v 2017-18

Salary allocations changes have resulted in an increased charge to the service.

Financial Information Information Rights Officer

Ledger Code INFORO

Responsible Officer Sandra Herbert - Legal Services Manager (Tel: 444135)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	54,930	42,507	50,610	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	54,330	49,170
0	Transport Related Expenditure	40	10	40	Supplies and Services		
0	Supplies and Services	7,780	16,820	12,000	Computer Software Licence	0	11,000
0	Third Party Payments	0	0	0	IT Renewals	6,740	0
0	Transfer Payments	0	0	0	Income		
0	Total Directly Controllable Expenditure	62,750	59,337	62,650	Support Service Recharge	(73,860)	(69,280)
					Support Services		
0	Income	(73,860)	(73,870)	(69,280)	Audit Services Recharge	2,660	0
0	Net Directly Controllable Expenditure/(Income)	(11,110)	(14,533)	(6,630)	Customer Tech Support Recharge	2,190	0
					Public Offices Recharge	2,050	2,300
0	Capital Charges	0	0	0			
0	Support Services	11,110	10,960	4,810			
0	Total Service Cost/(Surplus)	0	(3,573)	(1,820)			
	Full Time Equivalent Staff			1.00			

Major Variances 2016-17 v 2017-18

This cost centre was initiated in 2016-17 to represent the budget required for the Information Rights Officer. This has now been adjusted for 2017-18.

Financial Information Legal Services

Ledger Code G4525

Responsible Officer Sandra Herbert - Legal Services Manager (Tel: 444135)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
784,305	Employee Related Expenditure	787,190	869,384	906,410			
0	Premises Related Expenditure	0	0	0	Employee Related		
5,414	Transport Related Expenditure	9,650	9,753	17,530	Recharge From Other Emp. Exps.	5,900	6,000
64,515	Supplies and Services	109,350	180,008	105,700	Salaries	756,070	872,780
0	Third Party Payments	0	0	0	Training	9,600	11,350
0	Transfer Payments	0	0	0	Transport Related		
854,234	Total Directly Controllable Expenditure	906,190	1,059,145	1,029,640	Car Leasing and Allowances	8,650	17,030
(953,475)	Income	(1,022,740)	(1,022,882)	(1,148,440)	Supplies and Services		
(99,241)	Net Directly Controllable Expenditure/(Income)	(116,550)	36,263	(118,800)	Computer Software Licence	5,000	5,000
0	Capital Charges	0	0	0	IT Renewals	5,110	5,740
159,326	Support Services	125,360	125,420	139,080	Law Library Books	25,000	25,000
60,085	Total Service Cost/(Surplus)	8,810	161,683	20,280	Legal Expenses	48,000	48,000
					Stationery and Office Supplies	2,000	1,470
					Storage, Archiving Recharge	6,280	6,020
					Income		
	Full Time Equivalent Staff	16.55	16.55	17.82	Legal Charges	(48,200)	(50,000)
					Section 106 income	(60,000)	(50,000)
					Support Service Recharge	(912,620)	(1,046,460)

Major Variances 2016-17 v 2017-18

The recent service review resulted in an increase in employees allocated to Legal Services.

This inturn has resulted in increased income from the support service recharge as the full cost of the service is recharged internally.

A review of the bases of support recharges has resulted in numerous changes to the internal services.

Financial Information Other Employee Costs

Ledger Code OTHEMP

Responsible Officer Clare Matton - Organisational Development Manager (Tel: 444022)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
221,758	Employee Related Expenditure	159,670	151,318	356,490
0	Premises Related Expenditure	0	0	0
795	Transport Related Expenditure	150	395	730
12,895	Supplies and Services	13,710	11,946	13,460
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
235,448	Total Directly Controllable Expenditure	173,530	163,659	370,680
(275,183)	Income	(284,360)	(284,370)	(283,430)
(39,735)	Net Directly Controllable Expenditure/(Income)	(110,830)	(120,711)	87,250
0	Capital Charges	0	0	0
13,985	Support Services	15,310	13,829	11,830
(25,750)	Total Service Cost/(Surplus)	(95,520)	(106,882)	99,080
	Full Time Equivalent Staff	1.91	1.91	1.88

Major Variances 2016-17 v 2017-18

The Salary Sacrifice Scheme has reduced by £20,000 plus the Staff Car Parking by £40,000 as the take up percentage was lower than expected.

The estimated cost of the new Government scheme for 2017-18 set up to help fund the Apprenticeship scheme with the UK £135,000.

Major Items

Employee Related

	2016-17 Estimate £	2017-18 Estimate £
Apprenticeship Levy	0	135,000
Corporate Training Plan	49,000	45,000
Disclosure Barring Service	6,500	8,000
Equalities Training	6,500	6,500
External Qualification Training	25,000	25,000
Medical Fees	40,000	42,000
Salaries	101,660	103,920
Salary Sacrifice Schemes	(30,000)	(10,000)
Sight Tests and Glasses	2,090	2,100
Staff Car Parking	(50,000)	(10,000)
Staff Concessions	4,000	4,000

Supplies and Services

Adult and Child Protection Scheme	2,000	2,000
Contract Catering	320	500
General Subscriptions	5,840	5,840
Healthy Living Week	4,500	4,050
Staff Suggestion Scheme	500	500

Income

Support Service Recharge	(284,360)	(283,430)
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Support Services

Accountancy Services Recharge	2,670	710
Engineering and Transport Recharge	1,960	0
HR Services Recharge	1,070	1,240
Office Services Recharge	1,360	1,250
Paymaster Recharge	1,720	2,360
Performance & Trans Recharge	880	630
Public Offices Recharge	3,850	4,290

Guildford Borough Council Outline Budget 2017-2018

Democratic Services Management

Financial Information Parish and Local Liaison

Ledger Code PARISH

Responsible Officer Julie Brown / Joyce Stewart - Principal Accountant (Tel: 444830); Julie Brown / Joyce Stewart - Principal Accountant (Tel: 444830)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
4,521	Employee Related Expenditure	7,070	7,738	7,080	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	7,020	6,990
83	Transport Related Expenditure	230	230	260	Supplies and Services		
166,573	Supplies and Services	194,760	194,806	198,480	General Grants	102,200	106,000
0	Third Party Payments	0	0	0	Local Council Tax Scheme Support Gr	92,290	92,290
0	Transfer Payments	0	0	0	Support Services		
171,177	Total Directly Controllable Expenditure	202,060	202,774	205,820	Accountancy Services Recharge	7,440	5,420
0	Income	0	0	0			
171,177	Net Directly Controllable Expenditure/(Income)	202,060	202,774	205,820			
112,500	Capital Charges	0	0	0			
6,670	Support Services	8,740	8,770	7,250			
290,347	Total Service Cost/(Surplus)	210,800	211,544	213,070			
	Full Time Equivalent Staff	0.10	0.10	0.10			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Financial Information Procurement

Ledger Code PROCUR

Responsible Officer Sandra Herbert - Legal Services Manager (Tel: 444135)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	45,430	51,997	87,650	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	45,430	88,000
0	Transport Related Expenditure	0	0	0	Supplies and Services		
0	Supplies and Services	0	1,507	1,550	Computer Related Costs	0	1,550
0	Third Party Payments	0	0	0	Income		
0	Transfer Payments	0	0	0	Support Service Recharge	0	(61,450)
0	Total Directly Controllable Expenditure	45,430	53,504	89,200	Support Services		
0	Income	0	0	(61,450)	Audit Services Recharge	1,080	0
0	Net Directly Controllable Expenditure/(Income)	45,430	53,504	27,750	Business Systems Recharge	1,820	0
0	Capital Charges	0	0	0	Customer Tech Support Recharge	1,130	0
0	Support Services	7,450	7,460	14,920	Legal Services Recharge	90	9,500
0	Total Service Cost/(Surplus)	52,880	60,964	42,670	Paymaster Recharge	200	800
	Full Time Equivalent Staff			1.00	Public Offices Recharge	1,860	2,300

Major Variances 2016-17 v 2017-18

This account was initiated in 2016-17 to monitor procurement within GBC, the budgets have been adjusted to reflect the changes made for 2017-18.

A growth budget has been approved to recruit an additional employee for the period of one year to assist with the increased work load for the service £35,000.

Guildford Borough Council Outline Budget 2017-2018

PR and Marketing Management

Financial Information Public Relations and Marketing

Ledger Code PUBREL

Responsible Officer Carolyn Patterson - Public Relations and Marketing Manager (Tel: 444338)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
243,562	Employee Related Expenditure	198,180	202,265	189,840
1,597	Premises Related Expenditure	1,310	1,318	1,150
3,397	Transport Related Expenditure	1,330	1,638	1,840
69,975	Supplies and Services	91,950	92,200	95,860
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
318,531	Total Directly Controllable Expenditure	292,770	297,421	288,690
(6,350)	Income	(7,000)	(4,950)	(6,500)
312,181	Net Directly Controllable Expenditure/(Income)	285,770	292,471	282,190
0	Capital Charges	0	0	0
57,685	Support Services	53,060	53,110	62,080
369,866	Total Service Cost/(Surplus)	338,830	345,581	344,270
	Full Time Equivalent Staff	4.38	4.38	5.07

Major Variances 2016-17 v 2017-18

Decrease in salary charges due to changes in salary allocations.

The Public Offices recharge for 2017-18 reflects a revised depreciation charge for 2017-18 and incorporates changes to office accommodation.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Private Medical	2,970	2,700
Salaries	187,170	178,070
Training	3,840	4,230
Premises Related		
Proportion of Depot Expenses	1,110	980
Transport Related		
Car Leasing and Allowances	1,180	1,690
Supplies and Services		
Computer Software Licence	5,100	5,100
Consultation	15,000	15,000
Corporate Promotions	3,000	2,000
Licence Fees	4,810	8,500
Photography	4,000	4,000
Publicity; Special Items	56,000	56,000
Income		
Advertising Income	(7,000)	(6,500)
Support Services		
Accountancy Services Recharge	1,700	1,160
Business Services Support Recharge	5,260	6,450
Customer Tech Support Recharge	13,440	15,460
Human Resources Recharge	3,030	4,590
Information Sys Support Recharge	5,650	4,920
Office Services Recharge	3,280	4,070
Paymaster Recharge	3,090	3,040
Performance & Trans Recharge	2,110	2,050
Public Offices Recharge	9,250	13,940

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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**GUILDFORD BOROUGH COUNCIL
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DEVELOPMENT DIRECTORATE

INTERIM DIRECTOR - NEIL TAYLOR

**GUILDFORD BOROUGH COUNCIL
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Subjective Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
8,736,612	11,112,230	Gross Expenditure	12,316,070	11,653,020	11,795,570	12,095,650
(10,097,442)	(11,138,590)	Gross Income	(14,088,120)	(14,856,700)	(16,154,320)	(16,311,920)
(1,360,830)	(26,360)	Net Expenditure	(1,772,050)	(3,203,680)	(4,358,750)	(4,216,270)
4,804,816	5,095,320	Employee Related Expenditure	5,017,420	5,183,730	5,343,320	5,508,080
636,081	635,750	Premises Related Expenditure	609,860	611,790	673,770	735,840
79,331	97,240	Transport Related Expenditure	110,000	110,000	110,000	110,000
1,866,798	1,728,330	Supplies and Services	2,558,500	1,659,210	1,509,950	1,510,700
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
7,387,026	7,556,640	Total Directly Controllable Expenditure	8,295,780	7,564,730	7,637,040	7,864,620
(10,097,442)	(11,138,590)	Income	(14,088,120)	(14,856,700)	(16,154,320)	(16,311,920)
(2,710,416)	(3,581,950)	Net Directly Controllable Expenditure/(Income)	(5,792,340)	(7,291,970)	(8,517,280)	(8,447,300)
(303,807)	1,919,290	Capital Charges	1,923,820	1,923,820	1,923,820	1,923,820
1,653,393	1,636,300	Support Services	2,096,470	2,164,470	2,234,710	2,307,210
(1,360,830)	(26,360)	Total Service Cost/(Surplus)	(1,772,050)	(3,203,680)	(4,358,750)	(4,216,270)

Service Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
76,098	514,330	Asset Development	384,000	430,540	432,130	433,760
472,024	296,660	Building Control	378,880	388,650	398,770	409,250
443,914	416,330	Business and Tourism	481,970	454,310	460,190	466,290
32,173	77,330	Business Forum	27,210	27,290	27,370	27,460
1,430,097	951,380	Development Control	1,030,870	977,790	1,003,660	1,030,530
57,353	32,710	Graphics and IT Unit	30,150	31,090	32,080	33,090
(3,615,771)	(2,558,550)	Industrial Estates	(2,667,280)	(2,638,970)	(2,670,950)	(2,698,820)
43,824	(670)	Local Land Charges	(23,840)	(27,870)	(32,010)	(36,290)
1,139,696	2,224,230	Major Projects	1,682,790	204,660	(672,890)	(660,330)
1,382,892	1,586,380	Policy	1,312,490	1,347,640	1,383,970	1,421,460
(3,776,696)	(4,548,740)	Property (Investment)	(5,223,260)	(5,222,390)	(5,554,540)	(5,486,420)
182,425	64,810	Property (Non-Core Operational)	(34,910)	(33,050)	(31,150)	(29,170)
427,873	571,380	Slyfield Area Regeneration Project (SARP)	581,770	583,080	584,430	585,820
231,568	228,860	Tourist Information Centre	208,550	213,710	219,040	224,590
111,700	117,200	Town Centre Management	58,560	59,840	61,150	62,510
(1,360,830)	(26,360)	Total Net Expenditure/(Income)	(1,772,050)	(3,203,680)	(4,358,750)	(4,216,270)

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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Financial Information Asset Development

Ledger Code PROPSV

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
588,918	Employee Related Expenditure	696,270	704,810	774,220	Employee Related		
0	Premises Related Expenditure	200,000	6,559	200,000	Salaries	677,900	745,560
10,636	Transport Related Expenditure	9,950	15,929	14,280	Premises Related		
144,359	Supplies and Services	153,100	112,235	146,840	Repairs and Maintenance	200,000	200,000
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Allowances	8,680	12,820
743,913	Total Directly Controllable Expenditure	1,059,320	839,533	1,135,340	Supplies and Services		
					Computer Maintenance	3,000	3,500
(810,012)	Income	(805,500)	(754,810)	(1,076,800)	Computer Software Licence	16,100	15,940
(66,099)	Net Directly Controllable Expenditure/(Income)	253,820	84,723	58,540	Condition Surveys	8,000	8,000
					Consultants Fees	74,500	64,500
0	Capital Charges	0	0	0	General Subsriptions	2,500	3,000
142,197	Support Services	260,510	117,220	325,460	Valuers Fees	40,000	40,000
76,098	Total Service Cost/(Surplus)	514,330	201,943	384,000	Income		
					Recharged to Other Services	(796,000)	(1,067,300)
	Full Time Equivalent Staff	13.55	13.55	13.57	Support Services		

Major Variances 2016-17 v 2017-18

The net recharge to other services has increased due mainly to a 2015-16 salary growth bid which was not included in 2016-17 recharge calculation.

The capital bid for strategic property acquisitions will mean that a new property surveyor will be recruited in 2017-18.

The Asset Development recharge reflects the salary changes above.

The Public Offices recharge more accurately reflects the cost of this service.

Accountancy Services Recharge	16,550	16,410
Asset Development Recharge	143,840	192,310
Business Services Support Recharge	4,900	6,000
Customer Tech Support Recharge	13,220	15,210
Human Resources Recharge	6,810	9,920
Information Sys Support Recharge	4,650	4,050
Office Services Recharge	8,250	9,120
Paymaster Recharge	6,510	7,400
Public Offices Recharge	23,330	31,250
Valuation Services Recharge	16,240	17,800

Guildford Borough Council Outline Budget 2017-2018

Building Control Management

Financial Information Building Control

Ledger Code BUICTL

Responsible Officer Jacqui Barr - Building Control Manager (Tel: 444680)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
670,020	Employee Related Expenditure	589,240	560,299	653,860	Employee Related		
1,856	Premises Related Expenditure	2,000	1,620	2,000	Casual Salaries	5,320	5,320
17,967	Transport Related Expenditure	25,590	23,991	28,750	Salaries	561,350	628,650
83,915	Supplies and Services	66,460	72,998	72,210	Transport Related		
0	Third Party Payments	0	0	0	Car Allowances	18,960	18,260
0	Transfer Payments	0	0	0	Officers Car Leasing	6,330	10,190
773,758	Total Directly Controllable Expenditure	683,290	658,908	756,820	Supplies and Services		
					Computer Software Licence	18,810	20,310
(430,578)	Income	(503,760)	(449,406)	(504,010)	Consultants Fees	17,000	17,000
343,180	Net Directly Controllable Expenditure/(Income)	179,530	209,502	252,810	General Subscriptions	7,500	6,730
					Postage and Telephones	8,870	6,690
0	Capital Charges	0	0	0	Promotional Campaigns	2,000	2,000
128,844	Support Services	117,130	117,170	126,070	Income		
472,024	Total Service Cost/(Surplus)	296,660	326,672	378,880	Building Control Fees	(500,000)	(500,000)
					Support Services		
	Full Time Equivalent Staff	12.32	12.32	12.35	Accountancy Services Recharge	3,470	2,200
					Business Services Support Recharge	8,650	10,600
					Customer Tech Support Recharge	24,220	27,860
					Health and Safety Recharge	1,840	2,220
					Human Resources Recharge	7,260	8,590
					Information Sys Support Recharge	9,470	8,240
					Office Cleaning Recharge	3,460	3,680
					Office Services Recharge	8,800	8,370
					Paymaster Recharge	7,500	9,230
					Performance & Trans Recharge	5,670	4,220
					Public Offices Recharge	24,880	28,680

Major Variances 2016-17 v 2017-18

Salary savings anticipated in 2016-17 did not take place and the budget was put back in 2017-18. £30,000 for scanning staff was moved from Office Services.

Guildford Borough Council Outline Budget 2017-2018

Local Economy Management

Financial Information Business and Tourism

Ledger Code TOUDEV

Responsible Officer Chris Burchell - Local Economy Manager (Tel: 444329)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
207,650	Employee Related Expenditure	280,670	216,768	324,890	Employee Related		
12,474	Premises Related Expenditure	15,630	14,984	15,080	Apprenticeships	60,000	60,000
4,241	Transport Related Expenditure	4,990	4,915	4,570	Salaries	211,730	257,260
301,905	Supplies and Services	227,760	309,691	210,000	Premises Related		
0	Third Party Payments	0	0	0	Electricity	3,000	3,000
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	6,110	5,420
526,270	Total Directly Controllable Expenditure	529,050	546,358	554,540	Repair and Maintenance	6,000	6,000
					Supplies and Services		
(104,029)	Income	(150,360)	(105,417)	(151,500)	Advertising	4,820	4,820
422,241	Net Directly Controllable Expenditure/(Income)	378,690	440,941	403,040	Attractions Guide	25,000	0
					Christmas Street Lights	20,000	18,730
0	Capital Charges	0	0	0	Consultants Fees	10,000	10,000
21,673	Support Services	37,640	37,432	78,930	Contributions	29,500	29,300
443,914	Total Service Cost/(Surplus)	416,330	478,373	481,970	Event Costs	4,500	6,500
					Event Marshalling	4,500	4,500
	Full Time Equivalent Staff	3.43	3.43	4.45	External Printing and Design	7,540	7,540
					General Marketing	50,810	53,410
					Notice/Banner Boards R&M	10,560	10,560
					Venues Guide	6,970	8,000
					Visitors Guide	30,000	35,000

Major Variances 2016-17 v 2017-18

Salaries have increased due to a growth bid for a tourism marketing assistant and banner board income has also increased accordingly.

The Guildford Attractions Guide is no longer being published so both expenditure and income have been taken out in 2017-18. There should be greater income generated from the Visitors Guide.

The Legal Services recharge has increased significantly and more accurately reflects the time spent on the service.

	2016-17 Estimate £	2017-18 Estimate £
Income		
Attractions Guide	(25,930)	0
Notice Board Income	(34,900)	(50,900)
Venues Guide	(9,200)	(9,200)
Visitors Guide	(30,900)	(41,610)
Support Services		
Accountancy Services Recharge	8,920	10,140
Customer Tech Support Recharge	2,110	2,430
HR Services Recharge	2,480	3,240
Legal Services Recharge	760	35,900
Paymaster Recharge	5,270	6,100

Guildford Borough Council Outline Budget 2017-2018

Local Economy Management

Financial Information Business Forum

Ledger Code BUSFOR

Responsible Officer Chris Burchell - Local Economy Manager (Tel: 444329)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
1,741	Employee Related Expenditure	1,430	1,590	1,460	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	1,410	1,440
0	Transport Related Expenditure	0	0	0	Supplies and Services		
29,442	Supplies and Services	74,780	55,823	24,830	Support for Forum	24,400	24,400
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
31,183	Total Directly Controllable Expenditure	76,210	57,413	26,290			
0	Income	0	0	0			
31,183	Net Directly Controllable Expenditure/(Income)	76,210	57,413	26,290			
0	Capital Charges	0	0	0			
990	Support Services	1,120	1,130	920			
32,173	Total Service Cost/(Surplus)	77,330	58,543	27,210			
	Full Time Equivalent Staff	0.04	0.04	0.04			

Major Variances 2016-17 v 2017-18

A growth bid approved in 2016-17 for development grants for start-up companies and SMEs has now expired.

Financial Information Development Control

Ledger Code DEVCON

Responsible Officer Tim Dawes- Development Control Manager (Tel: 444650)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
1,716,014	Employee Related Expenditure	1,449,810	1,597,247	1,598,370
0	Premises Related Expenditure	0	0	0
39,238	Transport Related Expenditure	41,850	39,625	46,310
263,567	Supplies and Services	199,690	273,576	208,210
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
2,018,819	Total Directly Controllable Expenditure	1,691,350	1,910,448	1,852,890
(1,118,375)	Income	(1,185,020)	(1,307,466)	(1,388,540)
900,444	Net Directly Controllable Expenditure/(Income)	506,330	602,982	464,350
0	Capital Charges	0	0	0
529,653	Support Services	445,050	447,676	566,520
1,430,097	Total Service Cost/(Surplus)	951,380	1,050,658	1,030,870
	Full Time Equivalent Staff	33.49	33.49	36.15

Major Variances 2016-17 v 2017-18

Salary changes are due to proposed savings within planning services not being implemented.

IT Renewals recharge has increased as a result of new investment projects.

Planning fees have consistently exceeded targets in the past and the revised estimate mirrors this trend.

The Legal Services recharge more accurately reflects the time spent on this service.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Casual Staff	15,000	15,300
Salaries	1,392,650	1,536,470
Transport Related		
Car Leasing and Allowances	41,460	45,710
Supplies and Services		
Computer Software Licence	31,130	34,630
Consultants Fees	42,000	42,000
IT Renewals	7,680	14,990
Legal Expenses	20,000	20,000
Planning Appeals Expenses	50,760	50,760
Postage	9,440	6,820
Printing Services Recharge	3,170	2,080
Stationery and Office Supplies	3,420	3,420
Income		
Planning Fees	(1,000,000)	(1,200,000)
Pre-application Charging	(100,000)	(120,000)
Section 106 Income	(50,520)	(45,000)
Support Services		
Accountancy Services Recharge	10,720	8,700
Business Services Support Recharge	24,800	30,360
Customer Tech Support Recharge	73,250	84,250
Health and Safety Recharge	4,990	6,430
Human Resources Recharge	20,340	24,890
Information Sys Support Recharge	32,780	28,520
Legal Services Recharge	121,560	212,110
Office Cleaning Recharge	9,390	10,460
Office Services Recharge	23,850	23,810
Paymaster Recharge	13,520	15,980
Performance & Trans Recharge	15,390	12,020
Public Offices Recharge	67,450	81,570

Guildford Borough Council Outline Budget 2017-2018

Building Control Management

Financial Information Graphics and IT Unit

Ledger Code BUIGIT

Responsible Officer Jacqui Barr - Building Control Manager (Tel: 444680)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
42,047	Employee Related Expenditure	20,450	21,298	17,130	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	19,770	16,590
245	Transport Related Expenditure	50	36	60	Income		
256	Supplies and Services	320	230	250	Recharged to Other Services	(2,500)	0
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Business Services Support Recharge	1,630	1,990
42,548	Total Directly Controllable Expenditure	20,820	21,564	17,440	Customer Tech Support Recharge	4,500	5,170
					Information Sys Support Recharge	3,310	2,880
(4,065)	Income	(2,500)	(3)	0	Public Offices Recharge	1,680	780
38,483	Net Directly Controllable Expenditure/(Income)	18,320	21,561	17,440			
0	Capital Charges	0	0	0			
18,870	Support Services	14,390	14,400	12,710			
57,353	Total Service Cost/(Surplus)	32,710	35,961	30,150			
	Full Time Equivalent Staff	0.43	0.43	0.48			

Major Variances 2016-17 v 2017-18

Graphic Design has moved to Policy which has resulted in a decrease in salaries and no further income generation.

Guildford Borough Council Outline Budget 2017-2018

Building Control Management

Financial Information Local Land Charges

Ledger Code LANCHA

Responsible Officer Jacqui Barr - Building Control Manager (Tel: 444680)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
132,877	Employee Related Expenditure	116,290	114,964	113,390
0	Premises Related Expenditure	0	0	0
877	Transport Related Expenditure	850	600	740
119,527	Supplies and Services	120,550	102,355	120,570
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
253,281	Total Directly Controllable Expenditure	237,690	217,919	234,700
(251,192)	Income	(273,370)	(238,912)	(294,160)
2,089	Net Directly Controllable Expenditure/(Income)	(35,680)	(20,993)	(59,460)
0	Capital Charges	0	0	0
41,735	Support Services	35,010	35,213	35,620
43,824	Total Service Cost/(Surplus)	(670)	14,220	(23,840)
	Full Time Equivalent Staff	2.56	2.56	2.56

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	113,310	110,920
Supplies and Services		
Computer Related Costs	13,650	14,650
Payment to SCC	95,360	94,700
Income		
Con29 Extra	(17,030)	(18,700)
Full search- GBC share	(40)	(175,000)
Land Charges Search Fees	(51,150)	0
Nlis Full Search	(66,000)	0
SCC Income	(95,360)	(94,700)
TM Searches - Full Searches	(37,000)	0
Support Services		
Accountancy Services Recharge	8,520	7,350
Audit Services Recharge	1,460	2,100
Business Services Support Recharge	1,220	1,500
Customer Tech Support Recharge	3,510	4,030
Human Resources Recharge	1,480	1,700
Information Sys Support Recharge	4,120	3,590
Office Services Recharge	1,830	1,720
Paymaster Recharge	2,440	2,630
Public Offices Recharge	5,180	5,890

Major Variances 2016-17 v 2017-18

Accounts have been re-organised to help with the identification of specific income.

Guildford Borough Council Outline Budget 2017-2018

Asset Development Management

Financial Information Industrial Estates

Ledger Code INDEST

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
7,923	Employee Related Expenditure	6,300	4,283	6,270	Employee Related		
185,043	Premises Related Expenditure	171,780	196,118	192,280	Salaries	6,200	6,190
358	Transport Related Expenditure	390	377	370	Premises Related		
16,855	Supplies and Services	68,970	69,990	39,060	Electricity	11,750	16,720
0	Third Party Payments	0	0	0	General Rates	31,720	33,410
0	Transfer Payments	0	0	0	Repairs and Maintenance	109,150	109,280
210,179	Total Directly Controllable Expenditure	247,440	270,768	237,980	Supplies and Services		
					Consultants Fees	43,200	13,200
(2,899,311)	Income	(3,067,240)	(3,173,970)	(3,211,870)	Valuers Fees	20,000	20,000
(2,689,132)	Net Directly Controllable Expenditure/(Income)	(2,819,800)	(2,903,202)	(2,973,890)	Income		
					Expenses Recovered	(78,720)	(51,380)
(1,115,049)	Capital Charges	80,850	80,880	86,410	Management Fee Income	(2,460)	(2,440)
188,410	Support Services	180,400	195,702	220,200	Rent (Building & Shops)	(405,780)	(417,920)
(3,615,771)	Total Service Cost/(Surplus)	(2,558,550)	(2,626,620)	(2,667,280)	Rent (Land & Wayleaves)	(2,580,280)	(2,736,490)
					Support Services		
	Full Time Equivalent Staff	0.08	0.08	0.08	Accountancy Services Recharge	7,710	7,590
					Asset Register Recharge	6,660	6,860
					Debtors Section Recharge	9,720	8,250
					Engineering and Transport Recharge	5,710	6,260
					Legal Services Recharge	49,160	57,130
					Valuation Services Recharge	90,930	123,820

Major Variances 2016-17 v 2017-18

The estimate for consultants' fees has decreased as a previous growth bid is taken out.

Rents have increased as more properties are purchased and occupied and service charges have decreased in line with planned rechargeable expenditure.

The Legal Service recharge more accurately reflects the time spent on the service and the Valuation Service recharge has increased in line with the cost of the service.

Financial Information Major Projects

Ledger Code MAJPRO

Responsible Officer Zac Ellwood - Major Projects Portfolio Manager (Tel: 444617)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
253,632	Employee Related Expenditure	559,900	390,354	312,750	Employee Related		
63,117	Premises Related Expenditure	0	37,109	2,000	Partnership funded salary	0	30,000
506	Transport Related Expenditure	480	990	6,970	Salaries	557,000	298,080
478,084	Supplies and Services	350,520	730,807	1,393,660	Supplies and Services		
0	Third Party Payments	0	0	0	Consultants Fees	350,000	1,330,000
0	Transfer Payments	0	0	0	Miscellaneous Expenses	0	58,000
795,339	Total Directly Controllable Expenditure	910,900	1,159,260	1,715,380	Income		
0	Income	0	(15,417)	(1,429,110)	Other Grants and Sponsorship	0	(100,000)
795,339	Net Directly Controllable Expenditure/(Income)	910,900	1,143,843	286,270	Rent (Building & Shops)	0	(1,329,110)
304,651	Capital Charges	1,274,000	1,274,000	1,274,000	Capital Charges		
39,706	Support Services	39,330	41,656	122,520	REFCUS	1,274,000	1,274,000
1,139,696	Total Service Cost/(Surplus)	2,224,230	2,459,499	1,682,790	Support Services		
					Accountancy Services Recharge	1,970	14,330
					Office Services Recharge	1,690	4,740
					Public Offices Recharge	4,770	16,230
					Valuation Services Recharge	26,140	35,590
	Full Time Equivalent Staff	2.36	2.36	7.07			

Major Variances 2016-17 v 2017-18

Salary costs have decreased by £257,000 due to a job evaluation process and the capitalisation of salaries as projects move from the feasibility stage to realisation.

Growth bids for Ash Bridge feasibility and the Guildford Station Platform Capacity Study have increased the consultants' budgets in 2017-18 as have management expenses for the Pop up Village.

There are revenue implications of capital bids for the Sustainable Movement Corridor, Bedford Wharf Development, Guildford Gyrotory and Approaches and the Royal Surrey County Hospital Expansion Programme which will increase consultants budgets by £720,000 and generate income and grants of £1,020,380.

Miscellaneous expenses relate to the Pop up Village where there is anticipated rental income of £408,730.

This service was new in 2015-16 and a more accurate recharge from other services has now been calculated.

Financial Information Policy

Ledger Code POLICY

Responsible Officer Stuart Harrison - Planning Policy Manager (Tel: 444512)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
836,263	Employee Related Expenditure	1,046,680	756,994	909,760
38,237	Premises Related Expenditure	14,240	14,338	12,980
1,858	Transport Related Expenditure	9,280	9,523	4,090
248,646	Supplies and Services	341,160	419,751	188,660
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,125,004	Total Directly Controllable Expenditure	1,411,360	1,200,606	1,115,490
(35,385)	Income	(2,320)	(6,144)	(4,050)
1,089,619	Net Directly Controllable Expenditure/(Income)	1,409,040	1,194,462	1,111,440
124,727	Capital Charges	0	0	0
168,546	Support Services	177,340	177,315	201,050
1,382,892	Total Service Cost/(Surplus)	1,586,380	1,371,777	1,312,490
	Full Time Equivalent Staff	18.81	18.81	17.67

Major Variances 2016-17 v 2017-18

Salary changes reflect a salary restructure within the Local Plan and the completion of a previous growth bid .

Supplies and services changes are also the result of the expiry of the previous growth bid. Any overspend will be met from the Local Plan reserve.

The Legal Services recharge more accurately reflects the time spent on this service.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Casual Salaries	30,310	6,000
Salaries	983,150	869,720
Premises Related		
Env Imps & Lighting Mtce	8,130	8,130
Proportion of Depot Expenses	3,790	3,350
Transport Related		
Car Allowances	2,270	2,330
Officers Car Leasing	6,610	1,110
Supplies and Services		
Advertising	5,000	0
Computer Software Licence	3,800	6,300
Consultants Fees	145,790	111,790
Inspection Fees	10,000	0
Legal Expenses	125,000	25,000
Plan Printing	25,000	25,000
Surrey Hills ANB Contribution	5,580	5,580
Support Services		
Accountancy Services Recharge	7,740	11,560
Business Services Support Recharge	11,560	14,180
Customer Service Centre Recharge	8,390	7,940
Customer Tech Support Recharge	32,610	37,460
Human Resources Recharge	10,890	12,240
Information Sys Support Recharge	15,540	13,510
Legal Services Recharge	4,770	19,540
Office Services Recharge	13,160	11,940
Paymaster Recharge	10,740	7,880
Public Offices Recharge	37,190	40,870

Financial Information Property (Investment)

Ledger Code INVPRO

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
17,097	Employee Related Expenditure	11,840	8,630	12,950	Employee Related		
196,196	Premises Related Expenditure	147,580	107,751	120,210	Salaries	11,710	12,810
649	Transport Related Expenditure	720	710	750	Premises Related		
43,351	Supplies and Services	1,690	40,550	41,590	Electricity	7,250	7,000
0	Third Party Payments	0	0	0	General Rates	8,750	9,280
0	Transfer Payments	0	0	0	Insurance	56,030	56,850
257,293	Total Directly Controllable Expenditure	161,830	157,641	175,500	Repairs and Maintenance	69,390	36,130
					Window Cleaning	3,900	3,900
(4,237,418)	Income	(4,939,130)	(5,241,054)	(5,681,260)	Supplies and Services		
(3,980,125)	Net Directly Controllable Expenditure/(Income)	(4,777,300)	(5,083,413)	(5,505,760)	Valuers Fees	1,370	41,370
					Income		
(45,869)	Capital Charges	4,700	4,700	4,700	Expenses Recovered	(15,410)	(16,060)
249,298	Support Services	223,860	205,347	277,800	Insurance Recovered	(180)	(5,500)
(3,776,696)	Total Service Cost/(Surplus)	(4,548,740)	(4,873,366)	(5,223,260)	Insurance Reimbursed	(35,230)	(39,910)
					Rent (Building & Shops)	(3,773,140)	(4,505,400)
	Full Time Equivalent Staff	0.13	0.13	0.15	Rent (Land & Wayleaves)	(1,106,170)	(1,105,310)
					Rents (Vol Groups Subsidy)	(9,000)	(9,000)

Major Variances 2016-17 v 2017-18

The repairs and maintenance budget has decreased in line with planned works.

The estimate for income from rents has been increased due to the purchase of new properties. Insurance recovered is being coded directly to the relevant cost centre.

The original budget for valuers fees was increased by £40,000 in 2016-17 during the year.

The Asset Development recharge and the Valuation Services recharge have increased in line with the cost of the service as has the Audit Services recharge.

Accountancy Services Recharge	6,290	5,520
Asset Development Recharge	27,400	46,440
Audit Services Recharge	16,400	23,530
Business Services Support Recharge	4,930	6,040
Engineering and Transport Recharge	5,050	5,530
Legal Services Recharge	85,620	90,350
Valuation Services Recharge	61,800	84,150

Guildford Borough Council Outline Budget 2017-2018

Asset Development Management

Financial Information Property (Non-Core Operational)

Ledger Code PROPER, OTHPRO

Responsible Officer Marieke van der Reijden - Asset Development Manager (Tel: 444995)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
129,818	Premises Related Expenditure	75,440	83,786	56,240	Council Tax	8,230	1,340
0	Transport Related Expenditure	0	0	0	Emissions Monitoring	2,790	3,000
18,956	Supplies and Services	10,960	24,137	10,950	General Rates	6,960	7,380
0	Third Party Payments	0	0	0	Repairs and Maintenance	40,990	31,050
0	Transfer Payments	0	0	0	Utilities	12,850	9,620
148,774	Total Directly Controllable Expenditure	86,400	107,923	67,190	Supplies and Services		
					Security Services	5,960	5,950
(128,474)	Income	(121,860)	(145,637)	(212,070)	Valuers Fees	5,000	5,000
20,300	Net Directly Controllable Expenditure/(Income)	(35,460)	(37,714)	(144,880)	Income		
					Rent (Building & Shops)	(82,500)	(158,500)
99,324	Capital Charges	59,740	59,750	58,710	Rent (Land & Wayleaves)	(4,530)	(10,200)
62,801	Support Services	40,530	53,950	51,260	Rents (Dwellings)	(29,670)	(42,050)
182,425	Total Service Cost/(Surplus)	64,810	75,986	(34,910)	Capital Charges		
					Capital Financing	59,740	58,710
	Full Time Equivalent Staff				Support Services		
					Accountancy Services Recharge	1,700	2,510
					Asset Development Recharge	2,160	1,120
					Valuation Services Recharge	32,490	44,240

Major Variances 2016-17 v 2017-18

The repairs and maintenance estimate has reduced in line with planned works and the decrease in the Asset Development recharge reflects the support costs associated with these planned works.

Rents have increased in line with new purchases .

The Valuation Services recharge has increased in line with the cost of the service.

Guildford Borough Council Outline Budget 2017-2018

Infrastructure Programme Mgmt

Financial Information Slyfield Area Regeneration Project (SARP)

Ledger Code SAAP

Responsible Officer Tracey Coleman - Director of Planning and Regeneration (Tel: 444042)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
12,493	Employee Related Expenditure	12,450	11,240	13,800	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	12,310	13,660
694	Transport Related Expenditure	900	1,086	850	Supplies and Services		
65,347	Supplies and Services	40,160	75,211	40,170	Consultants Fees	40,000	40,000
0	Third Party Payments	0	0	0	Capital Charges		
0	Transfer Payments	0	0	0	REFCUS	500,000	500,000
78,534	Total Directly Controllable Expenditure	53,510	87,537	54,820	Support Services		
					Accountancy Services Recharge	1,600	5,120
0	Income	0	0	0	Legal Services Recharge	380	110
78,534	Net Directly Controllable Expenditure/(Income)	53,510	87,537	54,820	Public Offices Recharge	240	280
					Valuation Services Recharge	14,940	20,340
328,409	Capital Charges	500,000	500,000	500,000			
20,930	Support Services	17,870	17,890	26,950			
427,873	Total Service Cost/(Surplus)	571,380	605,427	581,770			
	Full Time Equivalent Staff	0.12	0.12	0.12			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Local Economy Management

Financial Information Tourist Information Centre

Ledger Code TIC

Responsible Officer Chris Burchell - Local Economy Manager (Tel: 444329)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
211,429	Employee Related Expenditure	212,210	189,979	183,050	Employee Related		
7,448	Premises Related Expenditure	7,180	7,310	7,180	Casual Salaries	16,350	16,350
769	Transport Related Expenditure	830	836	870	Salaries	190,490	160,340
34,305	Supplies and Services	37,400	30,627	39,820	Premises Related		
0	Third Party Payments	0	0	0	General Rates	4,330	4,970
0	Transfer Payments	0	0	0	Premises Expenses Recharge	2,850	2,210
253,951	Total Directly Controllable Expenditure	257,620	228,752	230,920	Supplies and Services		
					Computer Maintenance Agreement	8,440	9,500
(47,923)	Income	(56,300)	(51,993)	(53,200)	Postage	3,670	2,500
206,028	Net Directly Controllable Expenditure/(Income)	201,320	176,759	177,720	Purchases for Resale	17,360	17,360
					Stationery and Office Supplies	1,240	1,240
0	Capital Charges	0	0	0	Town Guides Grant	1,260	1,260
25,540	Support Services	27,540	27,695	30,830	Income		
231,568	Total Service Cost/(Surplus)	228,860	204,454	208,550	Commission on General Sales	(20,600)	(17,000)
					Miscellaneous Income	(7,500)	(8,050)
					Souvenirs, Postcards & Publications	(28,050)	(28,150)
					Support Services		
					Accountancy Services Recharge	3,510	3,610
					Business Services Support Recharge	1,620	1,980
					Customer Tech Support Recharge	4,550	5,230
					HR Services Recharge	4,820	5,960
					Information Sys Support Recharge	1,520	1,320
					Paymaster Recharge	6,070	6,960
					Performance & Trans Recharge	2,430	1,910
	Full Time Equivalent Staff	5.26	5.26	5.14			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Local Economy Management

Financial Information Town Centre Management

Ledger Code TOWMAN

Responsible Officer Chris Burchell - Local Economy Manager (Tel: 444329)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
106,712	Employee Related Expenditure	91,780	92,288	95,520	Employee Related		
1,892	Premises Related Expenditure	1,900	1,900	1,890	Salaries	90,120	93,780
1,293	Transport Related Expenditure	1,360	1,349	1,390	Premises Related		
18,283	Supplies and Services	34,810	30,187	21,680	Site Maintenance	1,900	1,890
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Car Parking Charges	5,500	5,500
128,180	Total Directly Controllable Expenditure	129,850	125,724	120,480	Consultants Fees	15,000	0
					Display Boards	2,700	2,700
(30,680)	Income	(31,230)	(21,819)	(81,550)	Equipment & Tools Hire	1,760	1,760
97,500	Net Directly Controllable Expenditure/(Income)	98,620	103,905	38,930	Miscellaneous Expenses	2,580	2,450
					Publicity	6,000	8,500
0	Capital Charges	0	0	0	Income		
14,200	Support Services	18,580	18,610	19,630	Rents; Market Stall Spaces	(27,280)	(30,000)
111,700	Total Service Cost/(Surplus)	117,200	122,515	58,560	Support Services		
					Accountancy Services Recharge	1,600	1,330
	Full Time Equivalent Staff	2.01	2.01	2.02	Business Services Support Recharge	700	850
					Customer Tech Support Recharge	1,490	1,710
					Debtors Section Recharge	3,510	3,050
					Human Resources Recharge	1,360	1,610
					Paymaster Recharge	1,990	2,360
					Public Offices Recharge	4,020	4,630

Major Variances 2016-17 v 2017-18

A growth bid for consultants' costs approved in 2016-17 has now expired.

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

ENVIRONMENT DIRECTORATE

DIRECTOR - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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Subjective Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
35,478,031	36,226,050	Gross Expenditure	35,784,730	36,216,000	36,945,730	37,470,800
(27,280,748)	(26,669,930)	Gross Income	(25,893,290)	(26,104,180)	(27,380,780)	(28,589,560)
8,197,283	9,556,120	Net Expenditure	9,891,440	10,111,820	9,564,950	8,881,240
10,704,008	10,550,050	Employee Related Expenditure	10,887,170	11,215,490	11,673,060	12,037,460
6,205,022	6,391,330	Premises Related Expenditure	6,602,490	6,667,970	6,749,860	6,759,200
3,676,000	4,467,350	Transport Related Expenditure	4,012,080	4,065,360	4,162,360	4,220,530
6,748,218	6,047,580	Supplies and Services	5,870,310	5,761,050	5,757,960	5,751,760
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
27,333,248	27,456,310	Total Directly Controllable Expenditure	27,372,050	27,709,870	28,343,240	28,768,950
(27,280,748)	(26,669,930)	Income	(25,893,290)	(26,104,180)	(27,380,780)	(28,589,560)
52,500	786,380	Net Directly Controllable Expenditure/(Income)	1,478,760	1,605,690	962,460	179,390
5,371,592	6,186,230	Capital Charges	5,529,640	5,529,640	5,529,640	5,529,640
2,773,191	2,583,510	Support Services	2,883,040	2,976,490	3,072,850	3,172,210
8,197,283	9,556,120	Total Service Cost/(Surplus)	9,891,440	10,111,820	9,564,950	8,881,240

Service Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
44,851	42,600	Abandoned Vehicles	38,160	39,310	40,480	41,690
307,971	0	Armed Forces Day	0	0	0	0
96,651	99,640	CCTV Systems	102,940	103,570	104,220	104,880
249,913	209,870	Cemeteries and Closed Churchyards	283,830	288,030	292,370	296,870
8,413	3,460	Clinical Waste	12,690	13,070	13,470	13,870
(718,777)	(517,280)	Crematorium	(541,490)	275,980	(357,920)	(729,850)
68,178	73,740	Dog Control and Animal Welfare	82,170	84,070	86,020	88,030
449,671	347,070	Electric Theatre	141,040	75,530	80,180	84,950
26,826	(40)	Engineering and Transport Services	3,030	2,030	990	(90)
4,516	19,890	Fleet Management Service	(19,630)	(72,450)	(126,970)	(183,220)
379,407	419,790	Guildford House	446,640	438,150	446,260	454,590
511,547	664,030	Guildford Museum	598,670	609,200	620,070	631,270
135,053	209,760	Guildhall	217,210	215,230	218,340	221,570
509,866	486,080	Land Drainage	463,690	470,840	478,230	485,850
85,400	91,530	Leisure Art Development	93,220	95,590	98,050	100,600
144,321	155,520	Leisure Community Centres	173,820	175,370	176,960	178,590
1,253,478	1,273,920	Leisure G Live	1,264,670	1,265,610	1,266,590	1,267,610
418,834	444,180	Leisure Grants	444,390	444,810	445,230	445,670
1,130,838	938,490	Leisure Management Contract	1,409,100	1,012,850	1,016,690	1,020,680
171,099	172,220	Leisure Play Development	182,120	185,660	189,330	193,090
207,679	242,160	Leisure Rangers	218,240	224,550	231,050	237,750
84,832	79,640	Leisure Sport Development	83,490	85,650	87,880	90,180
(101,380)	(100,530)	Markets	(105,360)	(109,740)	(114,270)	(118,940)
16,507	(40)	Mot Bay	(14,510)	(13,340)	(12,150)	(10,900)

Service Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
(5,459,604)	(5,122,380)	Off Street Parking	(5,102,850)	(5,315,880)	(5,532,600)	(5,755,180)
(697,219)	(700,470)	On Street Parking	(671,930)	(661,990)	(637,570)	(612,330)
10,416	13,430	Ordnance Survey and Mapping Services	14,410	14,760	15,130	15,510
808,755	796,550	Park and Ride Services	861,960	866,250	870,650	875,170
2,135,923	3,429,600	Parks and Countryside	3,364,330	3,401,490	3,468,630	3,285,030
313,136	362,020	Public Conveniences	358,860	364,380	370,050	375,870
19,413	(1,420)	Recycling, Cleansing and Parking Services Overhead A	(2,660)	(4,180)	(5,750)	(7,380)
3,374,752	3,178,540	Refuse and Recycling	3,198,130	3,216,260	3,385,150	3,409,740
29,519	39,810	River Control	41,090	41,380	41,680	41,980
146,045	86,180	Roads and Footpaths Maintenance	102,050	104,040	106,090	108,210
(1)	210	Snow and Ice Plan Holding Account	(850)	(1,150)	(1,450)	(1,750)
1,968,967	2,037,230	Street Cleansing	2,005,220	2,053,290	2,102,900	2,154,060
79,704	64,730	Street Furniture	65,940	66,400	66,870	67,340
27,572	18,270	Transportation	19,540	19,720	19,900	20,090
33,834	760	Vehicle Maintenance Workshop	(8,020)	(22,210)	(36,810)	(51,830)
(79,623)	(2,640)	Woking Road Depot	68,090	59,690	50,980	41,970
8,197,283	9,556,120	Total Net Expenditure/(Income)	9,891,440	10,111,820	9,564,950	8,881,240

Guildford Borough Council Outline Budget 2017-2018

Fleet and Waste Management

Financial Information Abandoned Vehicles

Ledger Code ABACAR

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
24,598	Employee Related Expenditure	26,680	28,885	25,700	Employee Related		
6,470	Premises Related Expenditure	5,140	5,140	4,560	Salaries	26,140	25,180
461	Transport Related Expenditure	570	557	490	Premises Related		
1,005	Supplies and Services	2,110	2,145	2,110	Proportion of Depot Expenses	5,140	4,560
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Officers Car Leasing	260	150
32,534	Total Directly Controllable Expenditure	34,500	36,727	32,860	Supplies and Services		
					Removal of Abandoned Vehicles	2,000	2,000
(263)	Income	0	(175)	0	Support Services		
32,271	Net Directly Controllable Expenditure/(Income)	34,500	36,552	32,860	Business Services Support Recharge	1,430	1,750
					Legal Services Recharge	2,920	0
0	Capital Charges	0	0	0	Works Services Recharge	2,520	2,320
12,580	Support Services	8,100	8,110	5,300			
44,851	Total Service Cost/(Surplus)	42,600	44,662	38,160			
	Full Time Equivalent Staff	0.67	0.67	0.58			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Financial Information Armed Forces Day

Ledger Code ARMDAY

Responsible Officer James Whiteman - Director of Environment (Tel: 445010)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
26,149	Employee Related Expenditure	0	0	0	Supplies and Services Income		
0	Premises Related Expenditure	0	0	0			
2,165	Transport Related Expenditure	0	0	0			
495,884	Supplies and Services	0	728	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
524,198	Total Directly Controllable Expenditure	0	728	0			
(216,227)	Income	0	0	0			
307,971	Net Directly Controllable Expenditure/(Income)	0	728	0			
0	Capital Charges	0	0	0			
0	Support Services	0	0	0			
307,971	Total Service Cost/(Surplus)	0	728	0			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

This event has taken place therefore this cost centre has now ceased.

Financial Information Cemeteries and Closed Churchyards

Ledger Code CEMETE

Responsible Officer Paul Stacey - Parks and Landscape Manager (Tel: 444720)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
134,058	Employee Related Expenditure	138,770	130,482	145,370
126,867	Premises Related Expenditure	35,240	68,362	155,280
28,913	Transport Related Expenditure	55,690	54,993	31,730
11,145	Supplies and Services	9,990	37,649	9,990
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
300,983	Total Directly Controllable Expenditure	239,690	291,486	342,370
(103,087)	Income	(54,730)	(59,974)	(112,450)
197,896	Net Directly Controllable Expenditure/(Income)	184,960	231,512	229,920
28,304	Capital Charges	7,610	7,620	7,820
23,713	Support Services	17,300	28,435	46,090
249,913	Total Service Cost/(Surplus)	209,870	267,567	283,830
	Full Time Equivalent Staff	4.72	4.72	4.87

Major Variances 2016-17 v 2017-18

The increase in the repair and maintenance budget, along with the associated Asset Development recharge, recognises the level of work identified for 2017-18 from the property condition surveys.

The estimate for the transport pool hire charge has been adjusted to reflect updated depreciation estimates for the vehicles used by the Cemeteries Service.

The income estimates for exclusive burial rights and interments have been increased to more accurately represent recent levels of income at Stoke Cemetery.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	135,860	142,310
Premises Related		
Contract cleaning & materials	5,840	6,040
General Rates	5,000	5,360
Removal of Refuse	3,890	4,050
Repairs and Maintenance	18,870	138,510
Transport Related		
Fuel and Oil	1,750	1,750
Transport Pool Hire Charge	48,130	23,750
Vehicle Repairs	4,000	3,830
Supplies and Services		
Clothing and Uniform	1,000	1,000
Materials	2,750	3,000
New, Replace Equip & Tools	2,750	2,750
Income		
Disposal of Cremated Remains	(5,880)	(6,060)
Grant of Excl. Burial Rights	(22,000)	(40,550)
Interment Fees	(5,660)	(40,570)
Memorial Vaults	(5,770)	(5,940)
Rents - Staff lets	(7,620)	(7,620)
Support Services		
Accountancy Services Recharge	1,440	1,080
Asset Development Recharge	3,060	31,450
Business Improvement Recharge	0	1,650
Energy Management Recharge	1,070	1,020
Human Resources Recharge	2,620	3,190
Paymaster Recharge	3,830	2,220

Financial Information Clinical Waste

Ledger Code CLINWA

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
6,603	Employee Related Expenditure	2,680	7,103	10,360	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	2,620	10,210
113	Transport Related Expenditure	10	32	40			
1,077	Supplies and Services	390	61	390			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
7,793	Total Directly Controllable Expenditure	3,080	7,196	10,790			
0	Income	0	0	0			
7,793	Net Directly Controllable Expenditure/(Income)	3,080	7,196	10,790			
0	Capital Charges	0	0	0			
620	Support Services	380	380	1,900			
8,413	Total Service Cost/(Surplus)	3,460	7,576	12,690			
	Full Time Equivalent Staff	0.08	0.08	0.38			

Major Variances 2016-17 v 2017-18

The salary allocation to the Clinical Waste service has been increased to more accurately reflect the level of resources employed in the delivery the service.

Guildford Borough Council Outline Budget 2017-2018

Parks and Landscape Management

Financial Information Crematorium

Ledger Code CREMAT

Responsible Officer Paul Stacey - Parks and Landscape Manager (Tel: 444720)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
254,992	Employee Related Expenditure	336,920	248,072	358,300	Employee Related		
200,614	Premises Related Expenditure	194,540	200,645	193,950	Salaries	329,780	353,060
10,067	Transport Related Expenditure	16,240	18,102	11,630	Premises Related		
149,874	Supplies and Services	114,280	110,528	117,620	General Rates	41,330	61,310
0	Third Party Payments	0	0	0	Repairs and Maintenance	85,520	69,830
0	Transfer Payments	0	0	0	Utilities	56,720	51,440
615,547	Total Directly Controllable Expenditure	661,980	577,347	681,500	Transport Related		
					Transport Pool Hire Charge	11,730	7,730
(1,482,622)	Income	(1,498,320)	(1,486,878)	(1,554,550)	Supplies and Services		
(867,075)	Net Directly Controllable Expenditure/(Income)	(836,340)	(909,531)	(873,050)	Book of Remembrance	3,620	3,620
					Clothing and Uniform	3,500	3,000
106,770	Capital Charges	280,770	280,810	280,770	Computer Related Costs	15,000	15,000
41,528	Support Services	38,290	49,274	50,790	General Subscriptions	3,000	3,000
(718,777)	Total Service Cost/(Surplus)	(517,280)	(579,447)	(541,490)	Insurance	3,430	3,500
					IT Renewals	4,260	6,610
	Full Time Equivalent Staff	6.67	6.67	7.27	Medical Referees Fees	32,300	32,300
					New, Replace Equip & Tools	1,500	3,000
					Plant and Materials	6,000	6,100
					Printing Services Recharge	7,340	7,820
					Rememberance Memorial Items	17,520	20,120
					Income		
					Book of Remembrance Inscriptions	(14,770)	(15,210)
					Cremation Fees	(1,302,900)	(1,341,970)
					Medical Referees Fees	(32,300)	(32,300)
					Memorial Plaques and Tablets	(17,200)	(21,950)
					Memorial Vaults and Vase Blocks	(24,160)	(24,830)
					Rents - Staff Lets	(24,120)	(24,120)
					Rose, Tree and Seat Memorials	(56,180)	(57,590)
					Support Services		
					Customer Tech Support Recharge	5,030	5,780
					Human Resources Recharge	3,710	4,860
					Paymaster Recharge	9,300	13,620
					Valuation Services Recharge	930	5,850

Major Variances 2016-17 v 2017-18

The service restructure is due to be completed in 2017-18 and the salary estimate reflects the revised structure.

The latest Valuation Office Agency (VOA) revaluation will take effect from 1st April 2017. The change in the estimate for general rates recognises the resulting increase in the business rates charge for the crematorium.

The increase in the estimate for cremation fee income reflects the agreed price increases for 2017-18.

Guildford Borough Council Outline Budget 2017-2018

Fleet and Waste Management

Financial Information Dog Control and Animal Welfare

Ledger Code DOGCON

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
42,778	Employee Related Expenditure	37,930	39,623	42,550	Employee Related		
1,740	Premises Related Expenditure	1,380	1,380	1,280	Salaries	37,900	42,200
4,705	Transport Related Expenditure	6,760	6,165	5,190	Premises Related		
12,773	Supplies and Services	22,100	13,923	22,460	Proportion of Depot Expenses	1,380	1,280
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel and Oil	900	900
61,996	Total Directly Controllable Expenditure	68,170	61,091	71,480	Transport Pool Hire Charge	5,030	3,440
					Supplies and Services		
(5,408)	Income	(5,000)	(8,056)	(6,000)	Kennelling Fees	18,000	18,000
56,588	Net Directly Controllable Expenditure/(Income)	63,170	53,035	65,480	New, Replace Equip & Tools	500	500
					Poop Scoop Service	1,000	1,000
0	Capital Charges	0	0	0	Income		
11,590	Support Services	10,570	10,580	16,690	Kennelling Fees	(5,000)	(6,000)
68,178	Total Service Cost/(Surplus)	73,740	63,615	82,170	Support Services		
					Business Services Support Recharge	780	950
	Full Time Equivalent Staff	0.92	0.92	1.03	Customer Tech Support Recharge	1,580	1,820
					Human Resources Recharge	10	660
					Information Sys Support Recharge	320	280
					Legal Services Recharge	3,930	9,820
					Paymaster Recharge	1,710	580
					Works Services Recharge	1,260	1,160

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Electric Theatre Management

Financial Information Electric Theatre

Ledger Code ELECTR

Responsible Officer James Whiteman - Director of Environment (Tel: 445010)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
315,537	Employee Related Expenditure	368,890	301,769	377,860	Capital Charges		
137,230	Premises Related Expenditure	74,930	85,781	75,020	Depreciation	52,710	52,720
116	Transport Related Expenditure	650	647	640			
113,287	Supplies and Services	125,430	121,442	(105,810)			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
566,170	Total Directly Controllable Expenditure	569,900	509,639	347,710			
(250,630)	Income	(337,590)	(278,136)	(335,180)			
315,540	Net Directly Controllable Expenditure/(Income)	232,310	231,503	12,530			
52,720	Capital Charges	52,710	52,730	52,720			
81,411	Support Services	62,050	62,928	75,790			
449,671	Total Service Cost/(Surplus)	347,070	347,161	141,040			
	Full Time Equivalent Staff	9.59	9.59	0.00			

Major Variances 2016-17 v 2017-18

The residual cost on the transfer to the new operator is £88,330.

Guildford Borough Council Outline Budget 2017-2018

Engineering and Transport Mgmt

Financial Information Engineering and Transport Services

Ledger Code G5538

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
313,569	Employee Related Expenditure	313,920	303,032	329,710	Employee Related		
11,260	Premises Related Expenditure	8,950	8,950	7,930	Salaries	306,990	322,570
31,138	Transport Related Expenditure	28,880	29,195	26,290	Premises Related		
2,567	Supplies and Services	2,710	1,753	2,870	Proportion of Depot Expenses	8,950	7,930
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Car Leasing and Allowances	28,780	26,190
358,534	Total Directly Controllable Expenditure	354,460	342,930	366,800	Income		
					Support Service Recharge	(421,660)	(428,430)
(400,136)	Income	(421,660)	(406,141)	(428,430)	Support Services		
(41,602)	Net Directly Controllable Expenditure/(Income)	(67,200)	(63,211)	(61,630)	Business Services Support Recharge	4,100	5,020
					Customer Tech Support Recharge	11,110	12,780
0	Capital Charges	0	0	0	Human Resources Recharge	3,890	4,540
68,428	Support Services	67,160	67,200	64,660	Information Sys Support Recharge	5,940	5,170
26,826	Total Service Cost/(Surplus)	(40)	3,989	3,030	Paymaster Recharge	6,490	3,860
					Works Services Recharge	25,150	23,160
	Full Time Equivalent Staff	6.57	6.57	6.57			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Financial Information Fleet Management Service

Ledger Code FLEMAN

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
27,958	Employee Related Expenditure	24,390	38,126	26,310
129,701	Premises Related Expenditure	113,270	110,600	100,720
767,520	Transport Related Expenditure	852,020	832,337	934,300
67,307	Supplies and Services	78,760	75,025	58,530
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
992,486	Total Directly Controllable Expenditure	1,068,440	1,056,088	1,119,860
(1,962,477)	Income	(2,828,600)	(2,835,591)	(2,128,350)
(969,991)	Net Directly Controllable Expenditure/(Income)	(1,760,160)	(1,779,503)	(1,008,490)
610,745	Capital Charges	1,448,170	1,448,550	619,560
363,762	Support Services	331,880	331,940	369,300
4,516	Total Service Cost/(Surplus)	19,890	987	(19,630)
	Full Time Equivalent Staff	0.57	0.57	0.57

Major Variances 2016-17 v 2017-18

The insurance estimate reflects the current composition of the Council's fleet along with the estimated premium inflationary increase for 2017-18.

The estimate for vehicle repairs reflects the corresponding costs of parts and labour within the vehicle workshop service.

A reduction in the requirement for external vehicle maintenance has resulted in decrease in the maintenance agreement estimate.

The estimate for the transport pool hire charge has been adjusted to reflect updated depreciation estimates for the Council's fleet of vehicles. The depreciation estimate has been revised accordingly.

The recharge to other services represents the cost of fleet management and administration. A share of this cost is allocated to each vehicle in the fleet and forms the corresponding fleet management admin charge estimate.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	23,960	25,820
Premises Related		
Proportion of Depot Expenses	92,990	82,440
Transport Related		
Hire of Vehicles	35,000	35,000
Insurance	236,930	255,880
Licences - Vehicles	44,240	46,880
Vehicle Repairs: Workshop	403,400	483,470
Vehicle Service : Workshop	120,880	102,070
Supplies and Services		
Computer Maintenance Agreement	8,300	8,500
Equipment & Tools Repairs	4,000	6,000
Fleet Inspections	14,000	14,000
Maintenance Agreements	43,940	21,880
Income		
Recharged to Other Services	(247,350)	(289,340)
Recharges; Transport Pool	(2,562,250)	(1,817,030)
Capital Charges		
Depreciation	1,448,170	619,560
Support Services		
Accountancy Services Recharge	10,810	11,890
Asset Register Recharge	8,420	9,480
Audit Services Recharge	9,630	13,900
Customer Tech Support Recharge	5,350	6,220
Fleet Management Admin Charge	247,350	289,340
Paymaster Recharge	18,510	8,700
Works Services Recharge	25,120	23,110

Guildford Borough Council Outline Budget 2017-2018

Heritage Management

Financial Information Guildford House

Ledger Code GUIHOU

Responsible Officer Jill Draper - Heritage Manager (Tel: 444752)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
225,227	Employee Related Expenditure	223,290	220,925	229,610	Employee Related		
81,089	Premises Related Expenditure	105,620	54,705	115,810	Casual Salaries	7,670	7,820
357	Transport Related Expenditure	2,470	1,220	2,580	Salaries	208,840	215,190
53,256	Supplies and Services	66,080	47,288	69,480	Premises Related		
0	Third Party Payments	0	0	0	Electrical excluding heating	7,530	650
0	Transfer Payments	0	0	0	Fixtures and Fittings - General	200	200
359,929	Total Directly Controllable Expenditure	397,460	324,138	417,480	General Rates	17,330	19,890
					Proportion of Depot Expenses	3,240	2,870
(71,305)	Income	(66,530)	(63,919)	(67,400)	Repairs and Maintenance	67,330	75,430
288,624	Net Directly Controllable Expenditure/(Income)	330,930	260,219	350,080	Utilities	11,760	11,070
					Supplies and Services		
41,353	Capital Charges	41,350	41,370	41,350	Advertising	5,100	5,100
49,430	Support Services	47,510	44,376	55,210	Display Boards	8,470	3,000
379,407	Total Service Cost/(Surplus)	419,790	345,965	446,640	Equipment & Tools	2,700	2,700
					Exhibits	6,200	6,200
	Full Time Equivalent Staff	6.13	6.13	6.14	Furniture	7,250	250
					Printing and Stationery	5,270	5,620
					Souvenirs and Postcards for resale	21,000	21,000
					Telecomms	2,690	4,260
					Income		
					Commission on Craftwork Sales	(12,000)	(10,500)
					Letting Fees-General	(7,070)	(7,000)
					Souvenirs, Postcards & Publications	(41,000)	(43,000)
					Capital Charges		
					Depreciation	41,350	41,350
					Support Services		
					Accountancy Services Recharge	4,200	3,420
					Asset Development Recharge	11,200	16,190
					Customer Tech Support Recharge	4,040	4,640
					Human Resources Recharge	5,510	6,450
					Paymaster Recharge	11,200	12,580
					Performance & Trans Recharge	2,830	2,080

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Financial Information Guildhall

Ledger Code GUILDH

Responsible Officer Jill Draper - Heritage Manager (Tel: 444752)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
90,698	Employee Related Expenditure	81,400	85,255	85,020	Employee Related		
29,065	Premises Related Expenditure	61,140	30,874	100,980	Casual Staff	5,970	8,500
216	Transport Related Expenditure	230	261	220	Salaries	73,960	74,790
12,882	Supplies and Services	58,730	13,836	14,780	Premises Related		
0	Third Party Payments	0	0	0	General Rates	6,060	6,070
0	Transfer Payments	0	0	0	Repairs and Maintenance	42,030	86,540
132,861	Total Directly Controllable Expenditure	201,500	130,226	201,000	Utilities	5,420	5,210
					Window Cleaning	2,190	1,640
(36,425)	Income	(27,800)	(29,179)	(35,800)	Supplies and Services		
96,436	Net Directly Controllable Expenditure/(Income)	173,700	101,047	165,200	Advertising	2,100	2,100
					Cleaning-though Purchasing	1,920	1,800
12,500	Capital Charges	12,500	12,510	12,500	Consultants (Advice)	50,000	5,000
26,117	Support Services	23,560	19,266	39,510	Equipment & Tools	1,100	600
135,053	Total Service Cost/(Surplus)	209,760	132,823	217,210	Exhibits	0	500
					Telephone Costs	1,490	1,870
	Full Time Equivalent Staff	1.88	1.88	1.88	Income		
					Letting Fees-General	(27,000)	(35,000)

Major Variances 2016-17 v 2017-18

There is an increase in the repairs and maintenance budget which has resulted in a higher support service recharge than in previous years.

A 2016-17 growth bid for £50,000 for conservation management consultancy has been taken out in 2017-18.

Capital Charges		
Depreciation	12,500	12,500
Support Services		
Accountancy Services Recharge	2,580	2,530
Asset Development Recharge	7,590	23,090
Business Services Support Recharge	1,240	1,520
Customer Tech Support Recharge	1,160	1,330
Energy Management Recharge	1,030	640
Human Resources Recharge	1,310	1,530
Paymaster Recharge	4,320	4,690
Performance & Trans Recharge	870	640

Financial Information Land Drainage

Ledger Code LANDRA

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
125,957	Premises Related Expenditure	131,300	124,086	129,790	Contract Payments	35,000	35,000
45	Transport Related Expenditure	0	0	0	Flood Works	27,000	27,000
266	Supplies and Services	25,950	32,060	25,700	Grille Repair and Maintenance	12,000	12,000
0	Third Party Payments	0	0	0	Investigation Works	5,000	5,000
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	13,300	11,790
126,268	Total Directly Controllable Expenditure	157,250	156,146	155,490	Water Course Maintenance	35,000	35,000
					Supplies and Services		
(8,058)	Income	0	(92)	0	Payment to Contractors	25,000	25,000
118,210	Net Directly Controllable Expenditure/(Income)	157,250	156,054	155,490	Capital Charges		
					REFCUS	100,000	100,000
199,372	Capital Charges	100,000	100,000	100,000	Support Services		
192,284	Support Services	228,830	187,173	208,200	Engineering and Transport Recharge	228,050	207,320
509,866	Total Service Cost/(Surplus)	486,080	443,227	463,690			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

The REFUS estimate (revenue expenditure funding by capital under statute) relates to capital expenditure for consultants' fees etc. that does not create or enhance a long term asset of the Council. The expenditure is reversed out of the General Fund and does not impact on council tax.

The Engineering and Transportation service works across a range of services and the recharge estimate reflects the level of resources expected to be allocated to land drainage in 2017-18.

Guildford Borough Council Outline Budget 2017-2018

Leisure Development Management

Financial Information Leisure Art Development

Ledger Code LEIART

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
58,579	Employee Related Expenditure	58,580	57,335	57,000	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	57,000	54,990
3,220	Transport Related Expenditure	2,080	3,117	3,360	Transport Related		
15,378	Supplies and Services	17,020	20,320	16,790	Car Allowances	2,000	3,160
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Grants (funding agreements)	4,500	4,500
77,177	Total Directly Controllable Expenditure	77,680	80,772	77,150	Partnership Work	10,000	10,000
					Support Services		
(1,167)	Income	(200)	(4,458)	(550)	Customer Tech Support Recharge	2,370	2,730
76,010	Net Directly Controllable Expenditure/(Income)	77,480	76,314	76,600	Office Services Recharge	1,030	1,100
					Paymaster Recharge	2,830	3,190
0	Capital Charges	0	0	0	Public Offices Recharge	2,910	3,770
9,390	Support Services	14,050	14,080	16,620			
85,400	Total Service Cost/(Surplus)	91,530	90,394	93,220			
	Full Time Equivalent Staff	1.50	1.50	1.50			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Leisure Development Management

Financial Information Leisure Community Centres

Ledger Code LEICOM

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
11,512	Employee Related Expenditure	11,410	11,157	10,960	Employee Related		
63,515	Premises Related Expenditure	69,780	120,028	81,160	Salaries	11,170	10,700
202	Transport Related Expenditure	210	236	250	Premises Related		
835	Supplies and Services	1,610	2,961	810	General Rates	4,700	4,210
0	Third Party Payments	0	0	0	Removal of Refuse	3,360	3,480
0	Transfer Payments	0	0	0	Repairs and Maintenance	59,200	70,360
76,064	Total Directly Controllable Expenditure	83,010	134,382	93,180	Support Services		
					Asset Development Recharge	10,710	18,010
(1,123)	Income	0	(1,414)	(1,410)	Housing Surveying Services	2,080	360
74,941	Net Directly Controllable Expenditure/(Income)	83,010	132,968	91,770	Valuation Services Recharge	6,530	8,890
48,004	Capital Charges	48,000	48,020	48,000			
21,376	Support Services	24,510	40,701	34,050			
144,321	Total Service Cost/(Surplus)	155,520	221,689	173,820			
	Full Time Equivalent Staff	0.20	0.20	0.20			

Major Variances 2016-17 v 2017-18

The increase in the repairs and maintenance and Asset Development recharge estimates reflects the level of renovation works planned for 2017-18.

Guildford Borough Council Outline Budget 2017-2018

Leisure Development Management

Financial Information Leisure G Live

Ledger Code LEIGL

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
39,627	Employee Related Expenditure	45,810	41,853	41,870	Employee Related		
17,877	Premises Related Expenditure	22,920	19,986	24,500	Salaries	44,850	40,760
606	Transport Related Expenditure	800	1,065	1,110	Premises Related		
340,082	Supplies and Services	339,860	335,850	340,600	Insurance	7,920	8,080
0	Third Party Payments	0	0	0	Repairs and Maintenance	15,000	16,420
0	Transfer Payments	0	0	0	Supplies and Services		
398,192	Total Directly Controllable Expenditure	409,390	398,754	408,080	Car Parking Charges	7,250	8,000
(35,026)	Income	(24,210)	(52,201)	(36,770)	Consultants (Advice)	4,000	4,000
363,166	Net Directly Controllable Expenditure/(Income)	385,180	346,553	371,310	Management Fee	328,600	328,600
883,057	Capital Charges	871,600	871,890	871,600	Income		
7,255	Support Services	17,140	9,940	21,760	Expenses Recovered	0	(10,000)
1,253,478	Total Service Cost/(Surplus)	1,273,920	1,228,383	1,264,670	Insurance Reimbursed	(8,190)	(8,190)
					Management Fee Income	(16,020)	(18,580)
					Support Services		
					Asset Development Recharge	10,790	14,420
	Full Time Equivalent Staff	0.82	0.82	0.82	Audit Services Recharge	2,220	3,180

Major Variances 2016-17 v 2017-18

The operator of G Live makes an annual contribution to a sinking fund. This is now shown under the expenses recovered heading.

Guildford Borough Council Outline Budget 2017-2018

Leisure Development Management

Financial Information Leisure Grants

Ledger Code LEIGRA

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
3,938	Employee Related Expenditure	4,420	3,703	4,630	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	4,300	4,510
134	Transport Related Expenditure	120	139	160	Supplies and Services		
406,052	Supplies and Services	431,070	435,258	431,370	Book Festival	22,840	22,840
0	Third Party Payments	0	0	0	Classic Music Grants	60,000	60,000
0	Transfer Payments	0	0	0	General Grants	36,000	36,000
410,124	Total Directly Controllable Expenditure	435,610	439,100	436,160	Yvonne Arnaud Theatre Grant	310,220	310,220
0	Income	0	0	0	Support Services		
410,124	Net Directly Controllable Expenditure/(Income)	435,610	439,100	436,160	Accountancy Services Recharge	1,980	1,190
0	Capital Charges	0	0	0	Business Systems Recharge	3,650	4,120
8,710	Support Services	8,570	8,590	8,230	Customer Tech Support Recharge	2,120	2,440
418,834	Total Service Cost/(Surplus)	444,180	447,690	444,390			
	Full Time Equivalent Staff	0.10	0.10	0.10			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Leisure Development Management

Financial Information Leisure Management Contract

Ledger Code LEIMAN

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
84,637	Employee Related Expenditure	96,450	89,050	85,350	Employee Related		
994,911	Premises Related Expenditure	1,187,320	1,125,909	1,172,590	Salaries	94,460	82,950
29,288	Transport Related Expenditure	26,720	26,963	30,080	Premises Related		
31,365	Supplies and Services	23,220	15,264	22,440	Insurance	26,410	26,930
0	Third Party Payments	0	0	0	R&M General	70,000	75,000
0	Transfer Payments	0	0	0	Utilities	1,078,910	1,058,660
1,140,201	Total Directly Controllable Expenditure	1,333,710	1,257,186	1,310,460	Transport Related		
					Bus Service	25,000	28,000
(1,715,341)	Income	(1,967,960)	(1,762,742)	(1,531,260)	Supplies and Services		
(575,140)	Net Directly Controllable Expenditure/(Income)	(634,250)	(505,556)	(220,800)	Consultants (Advice)	5,040	5,040
					Sporting Concessions	10,000	10,000
1,668,164	Capital Charges	1,541,410	1,541,920	1,594,560	Income		
37,814	Support Services	31,330	32,027	35,340	Leisure Man fee	(954,390)	(526,000)
1,130,838	Total Service Cost/(Surplus)	938,490	1,068,391	1,409,100	Utilities recharged	(956,380)	(948,070)
					Support Services		
	Full Time Equivalent Staff	1.57	1.57	1.57	Accountancy Services Recharge	4,130	2,950
					Audit Services Recharge	2,930	4,200
					Customer Tech Support Recharge	2,110	2,420
					Energy Management Recharge	3,910	2,400
					Human Resources Recharge	880	1,430
					Legal Services Recharge	8,200	13,720

Major Variances 2016-17 v 2017-18

The Leisure Management Fee payable to the Council by the operator of the Spectrum Leisure Centre has been adjusted for 2017-18 to reflect the potential reduction in income as a result of essential roof repairs.

Guildford Borough Council Outline Budget 2017-2018

Leisure Development Management

Financial Information Leisure Play Development

Ledger Code LEIPLA

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
140,569	Employee Related Expenditure	128,200	129,256	130,290	Employee Related		
14,864	Premises Related Expenditure	14,230	14,565	13,820	Casual Salaries	46,300	46,460
13,434	Transport Related Expenditure	15,420	15,078	14,340	Salaries	78,100	80,270
38,149	Supplies and Services	36,650	45,044	36,890	Premises Related		
0	Third Party Payments	0	0	0	Hire of Halls	9,690	9,800
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	4,540	4,020
207,016	Total Directly Controllable Expenditure	194,500	203,943	195,340	Transport Related		
					Car Allowances	2,870	3,110
(46,777)	Income	(38,500)	(42,001)	(33,500)	Transport Charge/Hired Vehicles	11,190	10,540
160,239	Net Directly Controllable Expenditure/(Income)	156,000	161,942	161,840	Supplies and Services		
					Equipment & Tools	4,500	4,500
0	Capital Charges	0	0	0	Instructors Fees	18,200	18,200
10,860	Support Services	16,220	16,250	20,280	Play Initiatives	8,000	8,000
171,099	Total Service Cost/(Surplus)	172,220	178,192	182,120	Income		
					Fee Income	(27,500)	(27,500)
	Full Time Equivalent Staff	2.41	2.41	2.41	SCC Grant	(10,000)	(5,000)
					Support Services		
					Customer Tech Support Recharge	1,450	1,660
					Human Resources Recharge	1,580	2,240
					Office Services Recharge	1,600	1,910
					Paymaster Recharge	2,230	2,820
					Public Offices Recharge	4,530	6,520

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Leisure Development Management

Financial Information Leisure Rangers

Ledger Code LEIRAN

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
179,033	Employee Related Expenditure	208,640	176,330	183,020	Employee Related		
0	Premises Related Expenditure	0	10	0	Casual Salaries	27,270	27,820
20,368	Transport Related Expenditure	24,220	23,429	22,400	Salaries	174,010	150,700
2,208	Supplies and Services	1,840	2,623	2,600	Transport Related		
0	Third Party Payments	0	0	0	Fuel and Oil	5,750	5,750
0	Transfer Payments	0	0	0	Transport Pool Hire	16,180	13,750
201,609	Total Directly Controllable Expenditure	234,700	202,392	208,020	Support Services		
0	Income	(640)	(110)	0	Human Resources Recharge	4,050	4,730
201,609	Net Directly Controllable Expenditure/(Income)	234,060	202,282	208,020	Paymaster Recharge	1,650	1,210
0	Capital Charges	0	0	0			
6,070	Support Services	8,100	8,130	10,220			
207,679	Total Service Cost/(Surplus)	242,160	210,412	218,240			
	Full Time Equivalent Staff	6.77	6.77	5.50			

Major Variances 2016-17 v 2017-18

A change to the salary allocations within the Parks and Leisure Service has resulted in a reduction in the allocation to the Rangers Service, therefore resulting in a lower salary estimate for 2017-18.

Guildford Borough Council Outline Budget 2017-2018

Leisure Development Management

Financial Information Leisure Sport Development

Ledger Code LEISPO

Responsible Officer Jonathan Sewell - Business Development Manager (Tel: 444729)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
59,827	Employee Related Expenditure	58,620	56,983	60,250	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	54,030	55,560
2,050	Transport Related Expenditure	1,960	1,713	2,010	Transport Related		
18,152	Supplies and Services	13,220	17,373	13,950	Car Allowances	1,950	2,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	General Subscriptions	4,200	4,200
80,029	Total Directly Controllable Expenditure	73,800	76,069	76,210	New Initiatives	3,340	3,340
					Surrey Youth Games	4,000	4,000
(1,817)	Income	(5,150)	(2,014)	(5,000)	Income		
78,212	Net Directly Controllable Expenditure/(Income)	68,650	74,055	71,210	Events Income	(5,000)	(5,000)
					Support Services		
0	Capital Charges	0	0	0	Business Systems Recharge	2,490	2,720
6,620	Support Services	10,990	11,030	12,280	Office Services Recharge	1,010	1,090
84,832	Total Service Cost/(Surplus)	79,640	85,085	83,490	Paymaster Recharge	1,450	1,450
					Public Offices Recharge	2,870	3,720
	Full Time Equivalent Staff	1.48	1.48	1.48			

Major Variances 2016-17 v 2017-18

No major variances to report.

Financial Information Markets

Ledger Code MARKET

Responsible Officer Kevin McKee - Parking Manager (Tel: 444530)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
7,325	Employee Related Expenditure	6,430	6,961	8,540	Employee Related		
49,906	Premises Related Expenditure	54,280	50,047	52,800	Salaries	6,300	8,410
157	Transport Related Expenditure	210	210	170	Premises Related		
807	Supplies and Services	1,120	200	1,040	Electricity	2,600	2,400
0	Third Party Payments	0	0	0	General Rates	11,780	12,140
0	Transfer Payments	0	0	0	Market Traders re Cleaning	38,030	36,640
58,195	Total Directly Controllable Expenditure	62,040	57,418	62,550	Supplies and Services		
					Advertising	1,000	1,000
(169,265)	Income	(170,750)	(168,484)	(175,630)	Income		
(111,070)	Net Directly Controllable Expenditure/(Income)	(108,710)	(111,066)	(113,080)	Rents; Market Stall Spaces	(170,750)	(175,630)
0	Capital Charges	0	0	0	Support Services		
9,690	Support Services	8,180	8,190	7,720	Debtors Section Recharge	3,150	2,440
(101,380)	Total Service Cost/(Surplus)	(100,530)	(102,876)	(105,360)	Works Services Recharge	2,520	2,320
	Full Time Equivalent Staff	0.14	0.14	0.18			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Fleet and Waste Management

Financial Information Mot Bay

Ledger Code MOTBAY

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
137,263	Employee Related Expenditure	123,210	114,559	95,580	Employee Related		
28,565	Premises Related Expenditure	24,760	24,760	22,340	Salaries	120,260	92,910
109	Transport Related Expenditure	20	101	420	Premises Related		
8,555	Supplies and Services	9,720	10,795	9,960	Proportion of Depot Expenses	21,760	19,340
0	Third Party Payments	0	0	0	Utilities	3,000	3,000
0	Transfer Payments	0	0	0	Supplies and Services		
174,492	Total Directly Controllable Expenditure	157,710	150,215	128,300	Equipment & Tools	5,050	5,050
					Purchase of MOT Slots	3,320	3,320
(170,405)	Income	(170,620)	(166,143)	(166,500)	Income		
4,087	Net Directly Controllable Expenditure/(Income)	(12,910)	(15,928)	(38,200)	Guildford MOT Taxi Inspection	(58,930)	(64,000)
					MOT Testing Fees	(80,690)	(74,000)
2,600	Capital Charges	2,600	2,600	2,600	Waverley Taxi Inspection	(16,000)	(23,500)
9,820	Support Services	10,270	10,300	21,090	Woking Taxi Inspection	(15,000)	(5,000)
16,507	Total Service Cost/(Surplus)	(40)	(3,028)	(14,510)	Support Services		
					Accountancy Services Recharge	1,920	3,080
	Full Time Equivalent Staff	4.55	4.55	2.55	Human Resources	2,660	2,520
					Works Services Recharge	2,520	2,320

Major Variances 2016-17 v 2017-18

A reduction in salary costs has been achievable due to the installation of a second automatic testing lane.

The estimate for income from MOT testing fees and taxi inspections has been revised to reflect recent demand and the fact that inspections of Woking taxis no longer have to be undertaken by Guildford Borough Council.

Financial Information Guildford Museum

Ledger Code MUSEUM

Responsible Officer Jill Draper - Heritage Manager (Tel: 444752)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
266,998	Employee Related Expenditure	273,070	271,296	312,370
130,399	Premises Related Expenditure	182,290	193,717	96,830
3,069	Transport Related Expenditure	1,830	2,039	2,840
54,680	Supplies and Services	60,260	76,933	68,190
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
455,146	Total Directly Controllable Expenditure	517,450	543,985	480,230
(58,541)	Income	(54,310)	(86,506)	(106,680)
396,605	Net Directly Controllable Expenditure/(Income)	463,140	457,479	373,550
43,460	Capital Charges	142,430	142,450	142,810
71,482	Support Services	58,460	66,823	82,310
511,547	Total Service Cost/(Surplus)	664,030	666,752	598,670
	Full Time Equivalent Staff	6.25	6.25	6.26

Major Variances 2016-17 v 2017-18

Salaries and supplies and services budgets have increased by £64,500 which will be funded in part by the Your Stories, Your Museum Arts Council resilience grant of £53,730.

The repairs and maintenance budget is reduced due to the Museum Project and the corresponding Asset Development recharge is also reduced.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Casuals Salaries	46,340	42,980
Salaries	216,900	258,440
Premises Related		
General Rates	17,660	18,680
Proportion of Depot Expenses	37,410	33,160
Repairs and Maintenance	108,070	26,060
Utilities	14,570	14,310
Supplies and Services		
Advertising	9,590	11,520
Consultants (Advice)	10,000	0
Copying & Printing	2,860	3,030
Exhibits	3,200	10,700
Local Events	3,700	13,400
Museum Dev. Officer Contribution	3,000	3,000
Postage and Telephones	5,400	4,610
Souvenirs and Postcards for resale	5,450	5,450
Telecomms	4,640	4,090
Income		
Admissions	(21,340)	(21,840)
Fee Income	(20,230)	(18,340)
Other Grants and Sponsorship	0	(53,730)
Souvenirs, Postcards & Publications	(11,490)	(11,440)
Capital Charges		
Depreciation	42,430	42,810
REFCUS	100,000	100,000
Support Services		
Accountancy Services Recharge	4,920	5,990
Asset Development Recharge	11,160	3,460
Business Services Support Recharge	1,740	2,140
Customer Tech Support Recharge	9,390	10,800
Human Resources Recharge	3,930	4,600
Information Sys Support Recharge	2,260	1,960

Financial Information Off Street Parking

Ledger Code OFFSTR

Responsible Officer Kevin McKee - Parking Manager (Tel: 444530)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
739,930	Employee Related Expenditure	692,090	699,084	693,260
2,071,425	Premises Related Expenditure	2,276,370	2,070,605	2,467,730
35,068	Transport Related Expenditure	32,650	32,470	35,430
543,340	Supplies and Services	623,480	563,801	598,760
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
3,389,763	Total Directly Controllable Expenditure	3,624,590	3,365,960	3,795,180
(10,061,645)	Income	(9,946,220)	(10,330,520)	(10,095,910)
(6,671,882)	Net Directly Controllable Expenditure/(Income)	(6,321,630)	(6,964,560)	(6,300,730)
978,955	Capital Charges	970,180	970,500	971,510
233,323	Support Services	229,070	243,408	226,370
(5,459,604)	Total Service Cost/(Surplus)	(5,122,380)	(5,750,652)	(5,102,850)
	Full Time Equivalent Staff	23.21	23.21	21.97

Major Variances 2016-17 v 2017-18

The latest Valuation Office Agency (VOA) revaluation will take effect from 1st April 2017. The change in the estimate for general rates recognises the resulting increase in the business rates charge for the Council's car parks.

The 2016-17 estimate for repairs and maintenance included £136,000 for the decoration of Leapale Road car park.

The estimates for season ticket, contract parking, and meter income have risen as a result of the agreed price increases for 2017-18.

The estimate for garage rents has been reduced as a large number of garages are situated at Guildford Park car park which is due for redevelopment commencing during 2017-18.

In 2016-17, the recharge to other services estimate included a recharge to the on-street service for one-off maintenance works to the car parks office.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	676,490	677,080
Premises Related		
Business Improvement District Levy	28,090	28,620
General Rates	1,408,080	1,740,440
Insurance	26,260	26,800
Rents Payable	48,500	48,500
Repairs and Maintenance	462,740	321,710
Safer Car Parks	23,000	23,000
Utilities	201,020	213,560
Transport Related		
Transport Pool Hire Charge	22,750	22,930
Supplies and Services		
Cash Collection Service	146,000	146,000
Computer Software Licence	15,000	10,000
Contract Security	165,000	160,000
New, Replace Equip. & Tools	20,000	20,000
Pay & Display Machinery Mtce	110,000	100,000
Telecomms	40,420	40,980
Tickets	15,000	12,000
Income		
Car Parks Season Tickets	(824,000)	(848,720)
Contract Car Parking Income	(611,430)	(628,570)
Garage Rents	(124,660)	(54,360)
Meter Income	(7,954,450)	(8,154,450)
Penalty Fees	(250,000)	(250,000)
Recharged to Other Services	(122,560)	(100,900)
Support Services		
Accountancy Services Recharge	25,600	17,800
Asset Development Recharge	40,010	34,520
Debtors Section Recharge	30,880	26,140
Human Resources Recharge	13,970	16,380
Paymaster Recharge	27,190	31,520

Financial Information On Street Parking

Ledger Code ONSTR

Responsible Officer Kevin McKee - Parking Manager (Tel: 444530)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
774,081	Employee Related Expenditure	702,110	740,846	753,550
49,772	Premises Related Expenditure	67,230	59,319	49,950
20,477	Transport Related Expenditure	22,230	16,783	21,110
368,533	Supplies and Services	367,760	361,463	361,010
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,212,863	Total Directly Controllable Expenditure	1,159,330	1,178,411	1,185,620
(2,021,801)	Income	(1,939,480)	(1,909,332)	(1,939,400)
(808,938)	Net Directly Controllable Expenditure/(Income)	(780,150)	(730,921)	(753,780)
0	Capital Charges	0	0	0
111,719	Support Services	79,680	79,700	81,850
(697,219)	Total Service Cost/(Surplus)	(700,470)	(651,221)	(671,930)
	Full Time Equivalent Staff	21.65	21.65	22.68

Major Variances 2016-17 v 2017-18

Following a review of staff time allocations across the parking service, the allocation to on-street parking has been increased to recognise the level of resources currently required to manage the on-street service.

In 2016-17 the office cost recharge estimate included funding of one-off maintenance works to the parking office.

Following the implementation of a new parking software system the annual licence cost has reduced.

The income estimates have been adjusted to reflect recent ticket sales levels and penalty notice issue rates.

The Performance Management recharge has been replaced by the Business Improvement recharge.

Major Items

	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	685,700	736,840
Premises Related		
Car Park Office Costs	55,390	37,650
Electricity	10,000	10,500
Transport Related		
Fuel and Oil	3,140	3,100
Hire of Vehicles	6,880	5,890
Transport Pool Hire Charge	7,590	7,650
Supplies and Services		
Adjudication Service	13,000	11,000
Cash Collection Service	43,000	41,000
Computer Software Development	10,750	10,750
Computer Software Licence	32,500	21,100
External Printing and Design	12,000	12,000
Pay & Display Machinery Mtce	28,000	27,000
Payment to SCC	151,700	157,700
Printing and Stationery	17,390	18,320
Signs	12,000	12,000
Income		
Meter Income	(890,000)	(845,000)
Penalty Fees	(640,000)	(675,000)
Permits Income	(316,020)	(316,090)
Suspension Fees	(55,000)	(65,000)
Support Services		
Accountancy Services Recharge	7,260	5,330
Business Improvement Recharge	0	7,290
Business Services Support Recharge	4,790	5,870
Customer Tech Support Recharge	12,830	14,760
Human Resources Recharge	12,790	14,890
Paymaster Recharge	13,340	17,440
Performance Mngt. Recharge	9,980	0
Works Services Recharge	7,540	5,790

Guildford Borough Council Outline Budget 2017-2018

Business Supp Operational Mgmt

Financial Information Recycling, Cleansing and Parking Services Overhead Account

Ledger Code WSOH

Responsible Officer Derek Trawber - Administration Manager (Tel: 445060)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
236,415	Employee Related Expenditure	143,100	148,909	134,050
34,440	Premises Related Expenditure	28,550	28,560	14,500
11,537	Transport Related Expenditure	4,080	4,083	3,450
19,282	Supplies and Services	26,020	18,858	19,060
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
301,674	Total Directly Controllable Expenditure	201,750	200,410	171,060
(330,250)	Income	(251,530)	(251,620)	(231,570)
(28,576)	Net Directly Controllable Expenditure/(Income)	(49,780)	(51,210)	(60,510)
0	Capital Charges	0	0	0
47,989	Support Services	48,360	48,380	57,850
19,413	Total Service Cost/(Surplus)	(1,420)	(2,830)	(2,660)
	Full Time Equivalent Staff	2.65	2.65	2.44

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	114,140	110,510
Training	26,820	21,540
Premises Related		
Proportion of Depot Expenses	28,550	14,500
Transport Related		
Car Leasing and Allowances	4,050	3,420
Supplies and Services		
Accreditation Assessments	5,820	6,000
Computer Software Licence	2,480	1,850
Health Education Expenditure	2,040	1,960
Postages	5,670	3,320
Income		
Recharged to Other Services	(251,530)	(231,570)
Support Services		
Business Services Support Recharge	6,970	8,530
Customer Service Centre Recharge	2,210	2,090
Customer Tech Support Recharge	23,740	27,300
Information Sys Support Recharge	9,080	7,900
Paymaster Recharge	2,420	8,180

Major Variances 2016-17 v 2017-18

The amount of office space occupied by the service at the depot has reduced resulting in a lower depot expenses recharge.

As a result of the reduction in the gross cost of the service the level of recharge to other services has been reduced accordingly.

Guildford Borough Council Outline Budget 2017-2018

Engineering and Transport Mgmt

Financial Information Ordnance Survey and Mapping Services

Ledger Code OSMAP

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services		
0	Premises Related Expenditure	0	0	0	Computer Software Licence	2,250	2,890
0	Transport Related Expenditure	0	0	0	New, Replace Equip & Tools	260	260
3,625	Supplies and Services	3,430	2,906	3,430	Survey Mapping Development	240	240
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Engineering and Transport Recharge	9,980	10,920
3,625	Total Directly Controllable Expenditure	3,430	2,906	3,430			
0	Income	0	0	0			
3,625	Net Directly Controllable Expenditure/(Income)	3,430	2,906	3,430			
0	Capital Charges	0	0	0			
6,791	Support Services	10,000	7,309	10,980			
10,416	Total Service Cost/(Surplus)	13,430	10,215	14,410			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Financial Information Park and Ride Services

Ledger Code PARRID

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
8,848	Employee Related Expenditure	7,980	8,552	5,950
228,318	Premises Related Expenditure	279,090	247,044	268,810
389,232	Transport Related Expenditure	310,300	389,309	389,340
156,338	Supplies and Services	124,580	158,940	125,110
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
782,736	Total Directly Controllable Expenditure	721,950	803,845	789,210
(57,400)	Income	(21,000)	(53,278)	(25,000)
725,336	Net Directly Controllable Expenditure/(Income)	700,950	750,567	764,210
74,004	Capital Charges	74,000	74,030	74,000
9,415	Support Services	21,600	9,658	23,750
808,755	Total Service Cost/(Surplus)	796,550	834,255	861,960
	Full Time Equivalent Staff	0.16	0.16	0.11

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	7,830	5,800
Premises Related		
Electricity	8,100	8,250
General Rates	115,960	135,140
Grounds Works	10,000	8,130
R & M General	28,500	3,000
Rents Payable	75,400	75,400
Site Maintenance	20,970	24,730
Snow/Ice Clearance	16,200	11,680
Transport Related		
SCC Park and Ride Services	310,000	389,100
Supplies and Services		
Security Services	123,400	123,900
Income		
Meter Income	(21,000)	(25,000)
Capital Charges		
Depreciation	74,000	74,000
Support Services		
Accountancy Services Recharge	1,250	1,370
Asset Development Recharge	4,920	690
Engineering and Transport Recharge	9,790	13,710
Works Services Recharge	2,520	2,320

Major Variances 2016-17 v 2017-18

The latest Valuation Office Agency (VOA) revaluation will take effect from 1st April 2017. The change in the estimate for general rates recognises the resulting increase in the business rates charge for the park and ride sites.

The decrease in the repair and maintenance (R&M) and Asset Development estimates recognises a lower level of R&M works planned for 2017-18.

The SCC Park and Ride Services estimate represents the net cost of the all of the bus contracts. The cost of the Onslow Park and Ride bus service was previously met by Surrey County Council but is now the responsibility of Guildford Borough Council. At the tail-end of 2015-16, charges for concessionary pass users were introduced, resulting in a reduction in the net cost of the bus contract. The estimate has been adjusted accordingly for the above items.

Financial Information Parks and Countryside

Ledger Code PARKS

Responsible Officer Paul Stacey - Parks and Landscape Manager (Tel: 444720)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
1,939,738	Employee Related Expenditure	2,135,880	1,875,480	2,216,810
842,371	Premises Related Expenditure	653,810	685,979	704,330
422,497	Transport Related Expenditure	639,230	668,412	499,220
916,017	Supplies and Services	793,880	860,454	701,990
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
4,120,623	Total Directly Controllable Expenditure	4,222,800	4,090,325	4,122,350
(2,495,547)	Income	(1,337,110)	(2,305,099)	(1,409,480)
1,625,076	Net Directly Controllable Expenditure/(Income)	2,885,690	1,785,226	2,712,870
116,964	Capital Charges	206,210	206,300	236,410
393,883	Support Services	337,700	374,479	415,050
2,135,923	Total Service Cost/(Surplus)	3,429,600	2,366,005	3,364,330
	Full Time Equivalent Staff	70.80	70.80	71.80

Major Variances 2016-17 v 2017-18

In addition to the agreed annual pay increase, the salaries estimate includes the cost of providing the highways verge maintenance work in-house. This work was previously undertaken by an external contractor. The estimate for contractor payments has been reduced accordingly.

The increase in the buildings infrastructure estimate recognises the level of works to be undertaken during the year, as identified through the property condition surveys.

A number of smaller budgets have been amalgamated into the Grounds Works and Materials categories for ease of budgeting. These estimates have risen as a result.

The estimate for the transport pool hire charge has been adjusted to reflect updated depreciation estimates for the vehicles used by the Parks Service.

A growth bid for additional expenditure on playground repairs and maintenance was approved for 2017-18.

The increase in the operational investment estimate reflects the third year of a growth bid approved in 2015-16.

Major Items

Employee Related

	2016-17 Estimate £	2017-18 Estimate £
Casual / Temporary Staff	27,070	27,610
Salaries	2,032,490	2,107,290
Training	34,330	38,190

Premises Related

	2016-17 Estimate £	2017-18 Estimate £
Buildings Infrastructure	182,700	212,470
Grounds Works	71,760	93,860
SPA Related Works	105,000	105,000
Tree Surveys/Works	123,880	123,880
Utilities	80,940	82,000

Transport Related

	2016-17 Estimate £	2017-18 Estimate £
Fuel, Oil and Tyres	60,010	62,030
Mowers and Machinery	50,450	50,450
Transport Pool Hire Charge	459,760	305,310
Vehicle Repairs	48,600	54,660

Supplies and Services

	2016-17 Estimate £	2017-18 Estimate £
Contractors	199,490	115,260
Equipment, Tools and Machinery	82,670	87,670
Games & Playground Equipment	50,000	110,000
Grants and Contributions	37,100	38,000
Materials	82,930	107,430
Operational Investment	100,000	150,000

Support Services

	2016-17 Estimate £	2017-18 Estimate £
Accountancy Services Recharge	26,630	29,370
Asset Development Recharge	28,660	43,750
Customer Tech Support Recharge	26,280	30,230
HR Services Recharge	37,580	44,680
Legal Services Recharge	52,690	71,490
Valuation Services Recharge	42,200	57,460

Guildford Borough Council Outline Budget 2017-2018

Fleet and Waste Management

Financial Information Public Conveniences

Ledger Code PUBCON

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
76,325	Employee Related Expenditure	120,600	101,042	124,250	Employee Related		
101,275	Premises Related Expenditure	145,150	146,552	126,760	Salaries	118,610	122,270
19,442	Transport Related Expenditure	15,150	16,288	20,910	Premises Related		
25,689	Supplies and Services	19,570	21,704	20,290	Electricity	6,060	5,710
0	Third Party Payments	0	0	0	General Rates	6,440	6,450
0	Transfer Payments	0	0	0	Proportion of Depot Expenses	1,800	1,690
222,731	Total Directly Controllable Expenditure	300,470	285,586	292,210	Repairs and Maintenance	104,520	88,890
					Toilet Requisites	11,000	11,000
(10,570)	Income	(11,570)	(11,570)	(11,800)	Water	12,410	12,140
212,161	Net Directly Controllable Expenditure/(Income)	288,900	274,016	280,410	Transport Related		
					Fuel and Oil	4,220	4,000
74,505	Capital Charges	38,680	38,690	43,320	Transport Pool Hire Charge	9,800	16,200
26,470	Support Services	34,440	32,280	35,130	Supplies and Services		
313,136	Total Service Cost/(Surplus)	362,020	344,986	358,860	Cleaning-through Purchasing	1,930	2,140
					Shere & Ash Parish WC's Contn	14,040	14,040
	Full Time Equivalent Staff	3.26	3.26	3.21	Vehicle Tracking	700	700
					Income		
					Recharged to Other Services	(11,570)	(11,800)
					Capital Charges		
					Depreciation	38,680	43,320
					Support Services		
					Accountancy Services Recharge	510	780
					Asset Development Recharge	14,560	13,910
					Asset Register Recharge	790	800
					Energy Management Recharge	3,110	3,230
					Housing Surveying Services	3,970	3,840
					HR Services Recharge	1,830	2,100
					Paymaster Recharge	4,680	5,640
					Works Services Recharge	2,520	2,320

Major Variances 2016-17 v 2017-18

The repair and maintenance estimate is revised each year and is based on the specific works identified for each site.

Financial Information Refuse and Recycling

Ledger Code REFYCL

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
2,760,083	Employee Related Expenditure	2,559,610	2,619,418	2,633,840
191,562	Premises Related Expenditure	178,710	138,610	171,060
1,476,442	Transport Related Expenditure	1,922,390	1,917,948	1,581,060
2,048,978	Supplies and Services	1,648,520	1,893,650	1,899,860
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
6,477,065	Total Directly Controllable Expenditure	6,309,230	6,569,626	6,285,820
(3,901,427)	Income	(3,816,070)	(3,924,590)	(3,864,400)
2,575,638	Net Directly Controllable Expenditure/(Income)	2,493,160	2,645,036	2,421,420
330,374	Capital Charges	248,820	248,890	330,370
468,740	Support Services	436,560	436,770	446,340
3,374,752	Total Service Cost/(Surplus)	3,178,540	3,330,696	3,198,130
	Full Time Equivalent Staff	76.40	76.40	76.50

Major Variances 2016-17 v 2017-18

The increase in the salary estimate reflects the agreed annual pay increase.

The estimates for vehicle tyres and repairs have been adjusted in recognition of recent levels of expenditure by the Refuse and Recycling service.

The transport pool hire charge estimate has been adjusted to reflect updated depreciation estimates for the vehicles used by the Refuse and Recycling Service.

The gate fee per tonne is determined by deducting the the value of the material to be recycled from the cost of transportation and processing. Material values are volatile and the estimate was based on the prevailing gate fee.

The trade refuse disposal charge is based on updated collection tonnages and the disposal rate per tonne set by Surrey County Council (SCC). The same applies to recycling credits, the estimate for which is based on expected tonnages and the credit rate per tonnes set by SCC.

The green waste and trade refuse removal charges reflect current customer numbers and charges for 2017-18.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	2,513,180	2,586,130
Premises Related		
Proportion of Depot Expenses	138,560	130,910
Transport Related		
Fuel and Oil	340,000	340,000
Transport Pool Hire Charge	1,356,510	1,051,410
Tyres	47,000	61,620
Vehicle Repairs	116,000	78,240
Supplies and Services		
Clothing and Uniform	31,600	31,570
Gate Fees	293,210	579,200
Recycling & Refuse Containers	120,210	119,820
Refuse Sacks; Purchase	49,940	49,750
Removal of Refuse	503,050	518,140
Trade Refuse Disposal Charges	470,000	425,000
Income		
Other Grants and Sponsorship	(75,000)	(75,060)
Recharged to Other Services	(503,050)	(518,140)
Recycling Credits	(1,066,520)	(1,025,000)
Recycling Product Income	(54,250)	(53,250)
Reusable Green Sack Sales	(840,000)	(865,200)
Trade Refuse Removal Charges	(1,040,000)	(1,134,350)
Trade Refuse Sale of Sacks	(148,000)	(140,900)
Capital Charges		
Depreciation	248,820	330,370
Support Services		
Accountancy and Debtors Recharge	59,320	44,750
Customer Service Centre Recharge	188,910	178,780
HR Services Recharge	43,020	50,080
Works Services Recharge	67,910	62,530

Financial Information River Control

Ledger Code RIVCON

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	270	366	310	Premises Related		
5,249	Premises Related Expenditure	5,380	2,872	5,350	Electricity	800	750
0	Transport Related Expenditure	20	20	20	Repairs and Maintenance	3,060	3,060
15,149	Supplies and Services	25,000	15,974	25,500	Supplies and Services		
0	Third Party Payments	0	0	0	Flood Emergencies	10,000	10,000
0	Transfer Payments	0	0	0	Operating Sluices	15,000	15,500
20,398	Total Directly Controllable Expenditure	30,670	19,232	31,180	Capital Charges		
					Depreciation	1,370	1,370
0	Income	0	0	0	Support Services		
20,398	Net Directly Controllable Expenditure/(Income)	30,670	19,232	31,180	Engineering and Transport Recharge	5,870	6,430
					Works Services Recharge	1,260	1,160
1,374	Capital Charges	1,370	1,370	1,370			
7,747	Support Services	7,770	3,861	8,540			
29,519	Total Service Cost/(Surplus)	39,810	24,463	41,090			
	Full Time Equivalent Staff	0.00	0.00	0.00			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Engineering and Transport Mgmt

Financial Information Roads and Footpaths Maintenance

Ledger Code ROAFOO

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0			
60,381	Premises Related Expenditure	36,040	58,131	40,610	Premises Related		
0	Transport Related Expenditure	0	0	0	Roads & Footpath Maintenance	30,000	32,000
1,256	Supplies and Services	600	767	600	Utilities	2,040	8,610
0	Third Party Payments	0	0	0	Support Services		
0	Transfer Payments	0	0	0	Engineering and Transport Recharge	46,980	59,980
61,637	Total Directly Controllable Expenditure	36,640	58,898	41,210			
(670)	Income	0	0	0			
60,967	Net Directly Controllable Expenditure/(Income)	36,640	58,898	41,210			
0	Capital Charges	0	0	0			
85,078	Support Services	49,540	88,317	60,840			
146,045	Total Service Cost/(Surplus)	86,180	147,215	102,050			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Financial Information Snow and Ice Plan Holding Account

Ledger Code SNOICE

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
1,394	Employee Related Expenditure	2,000	2,000	2,000	Employee Related		
27,576	Premises Related Expenditure	28,870	22,337	26,720	Operational Wages	2,000	2,000
12,946	Transport Related Expenditure	30,170	30,502	14,140	Premises Related		
33	Supplies and Services	400	399	50	Proportion of Depot Expenses	18,870	16,720
0	Third Party Payments	0	0	0	Salt	10,000	10,000
0	Transfer Payments	0	0	0	Transport Related		
41,949	Total Directly Controllable Expenditure	61,440	55,238	42,910	Transport Pool Hire Charge	29,220	13,430
(42,080)	Income	(62,270)	(62,270)	(44,920)	Income		
(131)	Net Directly Controllable Expenditure/(Income)	(830)	(7,032)	(2,010)	Recharged to Other Services	(62,270)	(44,920)
0	Capital Charges	0	0	0	Support Services		
130	Support Services	1,040	220	1,160	Engineering and Transport Recharge	980	1,070
(1)	Total Service Cost/(Surplus)	210	(6,812)	(850)			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

The transport pool hire charge has reduced due to the reallocation of one of the two vehicles for use at the Council's depot. This has resulted in a decrease in the recharge to other services.

Financial Information Street Cleansing

Ledger Code STRCLE

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
1,303,755	Employee Related Expenditure	1,275,540	1,198,024	1,319,860	Employee Related		
72,373	Premises Related Expenditure	58,570	58,590	52,960	Salaries	1,251,530	1,295,340
340,371	Transport Related Expenditure	411,270	416,816	322,790	Premises Related		
254,290	Supplies and Services	304,850	272,715	308,350	Proportion of Depot Expenses	57,270	51,660
0	Third Party Payments	0	0	0	Transport Related		
0	Transfer Payments	0	0	0	Fuel, Oil and Tyres	114,010	111,350
1,970,789	Total Directly Controllable Expenditure	2,050,230	1,946,145	2,003,960	Transport Charge/Hired Vehicles	257,000	163,340
					Vehicle Repairs	35,200	41,820
(139,555)	Income	(134,750)	(145,769)	(139,860)	Supplies and Services		
1,831,234	Net Directly Controllable Expenditure/(Income)	1,915,480	1,800,376	1,864,100	Clothing and Uniform	9,100	9,100
					Enforcement Activities	12,000	10,000
0	Capital Charges	0	0	0	Fly Tips	25,130	25,130
137,733	Support Services	121,750	121,830	141,120	New, Replace Equip & Tools	20,500	20,500
1,968,967	Total Service Cost/(Surplus)	2,037,230	1,922,206	2,005,220	Payment to Contractors	122,000	122,000
					Publicity; Special Items	6,000	6,000
	Full Time Equivalent Staff	37.15	37.15	37.42	Social Enterprise	66,000	66,000
					Street Litter Bins - Purchase/Maint	12,000	12,000

Major Variances 2016-17 v 2017-18

The increase in the salary related estimate recognises the agreed annual pay increase.

The transport pool hire charge estimate has been adjusted to reflect updated depreciation estimates for the vehicles used by the Street Cleaning service.

The Performance Management recharge is now within the Business Improvement recharge. The estimate has increased as the recharge is no longer based on full time equivalents but on the anticipated levels of work per service.

Income		
Friary Bus Station Cleaning	(36,160)	(37,240)
Recharged to Other Services	(96,420)	(99,120)
Support Services		
Business Improvement Recharge	0	12,660
Customer Service Centre Recharge	23,710	22,440
Customer Tech Support Recharge	11,930	13,720
Health and Safety Recharge	5,850	6,670
Human Resources Recharge	22,250	25,810
Paymaster Recharge	12,780	12,120
Performance Mngt. Recharge	2,800	0
Works Services Recharge	27,670	25,480

Guildford Borough Council Outline Budget 2017-2018

Engineering and Transport Mgmt

Financial Information Street Furniture

Ledger Code STRFUR

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
5,660	Employee Related Expenditure	5,120	5,130	5,530	Employee Related		
10,034	Premises Related Expenditure	7,640	3,892	8,300	Salaries	5,000	5,410
650	Transport Related Expenditure	480	509	490	Premises Related		
48,625	Supplies and Services	42,410	53,203	43,280	Bus Shelter - R&M	1,610	1,610
0	Third Party Payments	0	0	0	Bus Shelters - New, Town Area	2,000	2,000
0	Transfer Payments	0	0	0	Electricity	2,500	3,300
64,969	Total Directly Controllable Expenditure	55,650	62,734	57,600	Pedestrianisation R&M	1,390	1,390
					Supplies and Services		
0	Income	0	0	0	Friary Bus Station Cleaning	36,160	37,240
64,969	Net Directly Controllable Expenditure/(Income)	55,650	62,734	57,600	Street Furniture Cleaning	2,500	2,500
					Street Furniture Repairs/Maint	2,290	2,290
0	Capital Charges	0	0	0	Support Services		
14,735	Support Services	9,080	13,766	8,340	Engineering and Transport Recharge	5,290	6,430
79,704	Total Service Cost/(Surplus)	64,730	76,500	65,940			
	Full Time Equivalent Staff	0.09	0.09	0.09			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Financial Information CCTV Systems

Ledger Code CCTV

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0			
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
75,946	Supplies and Services	80,400	80,216	80,430	Supplies and Services		
0	Third Party Payments	0	0	0	Maintenance Agreements	30,000	30,000
0	Transfer Payments	0	0	0	New, Replace Equip & Tools	10,000	10,000
75,946	Total Directly Controllable Expenditure	80,400	80,216	80,430	Transmission Line Rental	39,020	39,020
					Capital Charges		
(65)	Income	0	(7)	0	Depreciation	3,420	3,420
75,881	Net Directly Controllable Expenditure/(Income)	80,400	80,209	80,430	Support Services		
					Engineering and Transport Recharge	15,270	17,140
3,415	Capital Charges	3,420	3,420	3,420			
17,355	Support Services	15,820	12,229	19,090			
96,651	Total Service Cost/(Surplus)	99,640	95,858	102,940			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Financial Information Transportation

Ledger Code TRANSP

Responsible Officer Tim Pilsbury - Transportation Project Manager (Tel: 444521)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0	Premises Related		
0	Premises Related Expenditure	510	0	510	Cycle Route Improvements	510	510
11,832	Transport Related Expenditure	11,030	11,010	12,000	Transport Related		
2,075	Supplies and Services	1,090	216	1,010	Bus Service Spectrum	11,000	12,000
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Cycle Facilities	250	910
13,907	Total Directly Controllable Expenditure	12,630	11,226	13,520	Support Services		
					Engineering and Transport Recharge	3,920	4,280
0	Income	0	0	0			
13,907	Net Directly Controllable Expenditure/(Income)	12,630	11,226	13,520			
652	Capital Charges	650	650	650			
13,013	Support Services	4,990	14,400	5,370			
27,572	Total Service Cost/(Surplus)	18,270	26,276	19,540			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Fleet and Waste Management

Financial Information Vehicle Maintenance Workshop

Ledger Code VEHMAI

Responsible Officer Chris Wheeler - Cleansing Manager (Tel: 445030)

Financial Services Contact Matthew Cue - Senior Accountant
(Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
333,183	Employee Related Expenditure	279,620	296,843	302,550	Employee Related		
18,140	Premises Related Expenditure	17,800	16,800	16,890	Salaries	274,410	297,070
(603)	Transport Related Expenditure	20,830	21,403	2,610	Premises Related		
388,578	Supplies and Services	504,960	453,912	484,980	Proportion of Depot Expenses	12,660	11,650
0	Third Party Payments	0	0	0	Removal of Refuse	2,140	2,240
0	Transfer Payments	0	0	0	Transport Related		
739,298	Total Directly Controllable Expenditure	823,210	788,958	807,030	Supplies and Services		
					Equipment & Tools Repairs	6,000	6,000
(744,234)	Income	(869,020)	(835,421)	(864,670)	New, Replace Equip & Tools	5,000	5,000
(4,936)	Net Directly Controllable Expenditure/(Income)	(45,810)	(46,463)	(57,640)	Spares for Vehicles	490,500	470,500
					Income		
0	Capital Charges	0	0	0	Recharged Labour	(378,520)	(443,320)
38,770	Support Services	46,570	46,580	49,620	Recharged Parts	(490,500)	(421,350)
33,834	Total Service Cost/(Surplus)	760	117	(8,020)	Support Services		
					Accountancy Services Recharge	2,360	2,570
	Full Time Equivalent Staff	8.32	8.32	8.32	Customer Tech Support Recharge	3,430	3,950
					Human Resources Recharge	4,990	5,840
					Paymaster Recharge	16,780	16,170
					Works Services Recharge	12,580	11,580

Major Variances 2016-17 v 2017-18

Two posts within the service have been regraded resulting in an increase in the salary estimate.

The estimate for vehicle spares has been reduced in recognition of recent levels of expenditure.

The overall level of recharge income remains consistent with previous years but some items that were previously recovered under the parts recharge are now recovered via the labour recharge.

Financial Information Woking Road Depot

Ledger Code WRD

Responsible Officer Derek Trawber - Administration Manager (Tel: 445060)

Financial Services Contact Matthew Cue - Senior Accountant (Tel: 444839)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
73,121	Employee Related Expenditure	56,420	89,766	74,560
342,076	Premises Related Expenditure	320,520	328,808	298,650
17,656	Transport Related Expenditure	10,410	9,673	19,260
42,878	Supplies and Services	38,510	34,468	33,840
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
475,731	Total Directly Controllable Expenditure	425,860	462,715	426,310
(739,404)	Income	(608,340)	(604,799)	(540,820)
(263,673)	Net Directly Controllable Expenditure/(Income)	(182,480)	(142,084)	(114,510)
94,300	Capital Charges	93,750	93,780	94,300
89,750	Support Services	86,090	82,064	88,300
(79,623)	Total Service Cost/(Surplus)	(2,640)	33,760	68,090
	Full Time Equivalent Staff	2.18	2.18	2.65

Major Variances 2016-17 v 2017-18

Some additional yard labouring resources have been introduced resulting in an increase in the salary estimate.

The decrease in the repair and maintenance estimate recognises the level of works anticipated to be required at the depot in 2017-18.

The transport pool hire charge estimate has increased following the transfer of a vehicle from the snow and ice service.

The recharge to other services estimate has decreased as the proportion of depot space recharged to other service has been reduced, resulting in a larger share of the cost retained by the depot cost centre.

Major Items

	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	55,120	73,080
Premises Related		
Cleaning Materials	3,400	3,400
General Rates	100,100	97,770
Insurance	4,210	4,280
Proportion of Depot Expenses	5,250	4,650
Repairs and Maintenance	94,280	75,890
Utilities	101,350	100,570
Transport Related		
Transport Pool Hire Charge	7,740	16,510
Supplies and Services		
Cleaning-though Purchasing	2,410	2,770
Equipment & Tools Repairs	2,960	2,860
Food Purchases	18,000	17,860
Telecomms	5,340	5,500
Income		
Recharged to Other Services	(577,640)	(511,960)
Rents - Staff lets	(7,200)	(7,200)
Vending Machine Sales	(18,000)	(18,540)
Capital Charges		
Capital Financing	93,750	94,300
Support Services		
Accountancy Services Recharge	6,690	3,690
Business Services Support Recharge	2,860	3,500
Engineering and Transport Recharge	2,350	3,000
Legal Services Recharge	2,690	10,560
Paymaster Recharge	5,160	4,630
Valuation Services Recharge	3,170	4,320
Works Services Recharge	52,830	48,630

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

MANAGEMENT DIRECTORATE

DIRECTOR - JAMES WHITEMAN

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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Subjective Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
514,061	665,300	Gross Expenditure	293,520	313,270	333,690	354,770
(498,440)	(549,070)	Gross Income	(674,860)	(696,790)	(719,440)	(742,820)
15,621	116,230	Net Expenditure	(381,340)	(383,520)	(385,750)	(388,050)
397,680	526,720	Employee Related Expenditure	146,680	164,000	181,910	200,400
0	0	Premises Related Expenditure	0	0	0	0
13,592	12,460	Transport Related Expenditure	17,120	17,120	17,120	17,120
26,290	56,100	Supplies and Services	54,470	54,470	54,470	54,470
0	0	Third Party Payments	0	0	0	0
0	0	Transfer Payments	0	0	0	0
437,562	595,280	Total Directly Controllable Expenditure	218,270	235,590	253,500	271,990
(498,440)	(549,070)	Income	(674,860)	(696,790)	(719,440)	(742,820)
(60,878)	46,210	Net Directly Controllable Expenditure/(Income)	(456,590)	(461,200)	(465,940)	(470,830)
0	0	Capital Charges	0	0	0	0
76,499	70,020	Support Services	75,250	77,680	80,190	82,780
15,621	116,230	Total Service Cost/(Surplus)	(381,340)	(383,520)	(385,750)	(388,050)

Service Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
0	72,700	Business Improvement	(388,490)	(388,950)	(389,420)	(389,890)
13,032	43,530	Internal Audit	7,150	5,430	3,670	1,840
2,589	0	Performance Management	0	0	0	0
15,621	116,230	Total Net Expenditure/(Income)	(381,340)	(383,520)	(385,750)	(388,050)

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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Financial Information Internal Audit

Ledger Code G3525

Responsible Officer Joan Poole - Audit and Performance Manager (Tel: 444854)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
172,227	Employee Related Expenditure	225,650	124,964	312,060
0	Premises Related Expenditure	0	0	0
4,360	Transport Related Expenditure	3,530	3,500	3,330
25,375	Supplies and Services	53,790	54,728	51,820
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
201,962	Total Directly Controllable Expenditure	282,970	183,192	367,210
(223,480)	Income	(276,320)	(276,320)	(406,100)
(21,518)	Net Directly Controllable Expenditure/(Income)	6,650	(93,128)	(38,890)
0	Capital Charges	0	0	0
34,550	Support Services	36,880	36,910	46,040
13,032	Total Service Cost/(Surplus)	43,530	(56,218)	7,150
	Full Time Equivalent Staff	3.08	3.08	4.70

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Private Medical	3,490	3,230
Recharge From Other Emp. Exps.	1,080	1,690
Salaries	218,540	306,000
Training	1,500	0
Transport Related		
Officers Car Leasing	3,490	3,230
Supplies and Services		
Consultants Fees	50,000	50,000
Income		
Support Service Recharge	(276,320)	(406,100)
Support Services		
Accountancy Services Recharge	1,600	1,270
Business Services Support Recharge	3,730	4,570
Customer Tech Support Recharge	9,770	11,240
HR Services Recharge	1,830	3,400
Information Sys Support Recharge	3,680	3,200
Office Services Recharge	2,290	3,150
Paymaster Recharge	3,230	3,370
Performance & Trans Recharge	1,470	1,590
Public Offices Recharge	6,460	10,790

Major Variances 2016-17 v 2017-18

Employee costs have increased due to a recent service review which incorporated additional funds, this in return has resulted in increased support service recharges.

Financial Information Performance Management

Ledger Code G2531

Responsible Officer Joan Poole - Audit and Performance Manager (Tel: 444854)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
225,453	Employee Related Expenditure	72,070	0	0	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	72,070	0
9,232	Transport Related Expenditure	0	0	0			
915	Supplies and Services	0	1	0	Income		
0	Third Party Payments	0	0	0	Support Service Recharge	(72,070)	0
0	Transfer Payments	0	0	0			
235,600	Total Directly Controllable Expenditure	72,070	1	0			
(274,960)	Income	(72,070)	(72,070)	0			
(39,360)	Net Directly Controllable Expenditure/(Income)	0	(72,069)	0			
0	Capital Charges	0	0	0			
41,949	Support Services	0	0	0			
2,589	Total Service Cost/(Surplus)	0	(72,069)	0			
	Full Time Equivalent Staff	4.62	4.62				

Major Variances 2016-17 v 2017-18

This cost centre has now ceased with the remaining balance transferred to HR Services.

Financial Information Business Improvement

Ledger Code G3530

Responsible Officer Joan Poole - Audit and Performance Manager (Tel: 444854)

Financial Services Contact Christine Davies - Accountancy Technician (Tel: 444840)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
0	Employee Related Expenditure	229,000	133,247	(165,380)
0	Premises Related Expenditure	0	0	0
0	Transport Related Expenditure	8,930	9,030	13,790
0	Supplies and Services	2,310	2,489	2,650
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
0	Total Directly Controllable Expenditure	240,240	144,766	(148,940)
0	Income	(200,680)	(200,680)	(268,760)
0	Net Directly Controllable Expenditure/(Income)	39,560	(55,914)	(417,700)
0	Capital Charges	0	0	0
0	Support Services	33,140	33,170	29,210
0	Total Service Cost/(Surplus)	72,700	(22,744)	(388,490)

Full Time Equivalent Staff 3.80

Major Variances 2016-17 v 2017-18

Due to late changes on the account - the full amount was not recharged - this has been adjusted for 2017-18.

A saving £400,000 has been allocated to the Business Improvement cost centre, representing savings anticipated to be achieved as part of the business transformation programme.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Private Medical	2,580	2,760
Recharge From Other Emp. Exps.	1,630	1,240
Salaries	223,220	224,510
Staff Savings	0	(400,000)
Transport Related		
Officers Car Leasing	8,830	13,790
Supplies and Services		
Copying & Printing	1,980	2,010
Income		
Support Service Recharge	(200,680)	(268,760)
Support Services		
Accountancy Services Recharge	650	280
Business Systems Recharge	9,060	10,100
Customer Service Centre Recharge	1,700	1,610
HR Services Recharge	2,760	2,490
Office Services Recharge	3,380	2,550
Paymaster Recharge	3,500	1,630
Public Offices Recharge	9,570	8,720

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

RESOURCES DIRECTORATE

DIRECTOR - STEVE WHITE

**GUILDFORD BOROUGH COUNCIL
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Subjective Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
46,847,945	49,549,370	Gross Expenditure	47,243,500	47,453,230	47,669,740	47,893,200
(44,871,431)	(45,564,260)	Gross Income	(43,088,580)	(43,406,160)	(43,673,730)	(43,949,810)
1,976,514	3,985,110	Net Expenditure	4,154,920	4,047,070	3,996,010	3,943,390
5,335,473	7,043,350	Employee Related Expenditure	6,919,440	7,063,180	7,211,600	7,364,790
899,129	824,210	Premises Related Expenditure	952,090	965,810	979,950	994,500
90,530	95,720	Transport Related Expenditure	75,560	75,770	75,990	76,220
2,966,668	2,594,200	Supplies and Services	2,824,490	2,825,820	2,827,200	2,828,600
0	0	Third Party Payments	0	0	0	0
35,306,258	36,680,000	Transfer Payments	34,245,300	34,245,300	34,245,300	34,245,300
44,598,058	47,237,480	Total Directly Controllable Expenditure	45,016,880	45,175,880	45,340,040	45,509,410
(44,871,431)	(45,564,260)	Income	(43,088,580)	(43,406,160)	(43,673,730)	(43,949,810)
(273,373)	1,673,220	Net Directly Controllable Expenditure/(Income)	1,928,300	1,769,720	1,666,310	1,559,600
660,544	781,930	Capital Charges	660,550	660,550	660,550	660,550
1,589,343	1,529,960	Support Services	1,566,070	1,616,800	1,669,150	1,723,240
1,976,514	3,985,110	Total Service Cost/(Surplus)	4,154,920	4,047,070	3,996,010	3,943,390

Service Summary

2015-16 Actual £	2016-17 Estimate £		2017-18 Estimate £	2018-19 Estimate £	2019-20 Estimate £	2020-21 Estimate £
83,917	(1,120)	Accountancy	17,570	15,030	12,420	9,720
(6,209)	(43,980)	Business Rates	(19,420)	(20,630)	(21,870)	(23,140)
58,981	112,360	Climate Change	52,720	49,140	45,490	41,720
267,339	285,210	Corporate Financial	258,490	262,270	266,180	270,230
627,433	439,750	Council Tax	582,590	596,130	610,140	624,650
24,772	(30)	Debtors	1,760	1,000	230	(560)
78,670	(85,030)	ePayments and Payroll	(3,890)	(8,050)	(12,370)	(16,840)
0	0	E-Payments Department	0	0	0	0
20,825	20,140	Feasibility Studies	30,200	30,210	30,220	30,230
534,830	425,000	Housing Benefits	348,190	371,170	394,870	419,320
41,849	131,270	ICT Business Services Team	13,390	10,680	7,900	5,050
32,622	180	ICT Customer Technical Support	(3,170)	(19,290)	(35,900)	(53,070)
56,236	1,580	Information Systems Team	70,210	68,540	66,830	65,050
53,055	(16,860)	Insurance Revenue Account	770	(29,250)	(60,160)	(92,010)
(110,925)	(118,450)	IT Renewals Revenue Account	(259,080)	(277,110)	(295,690)	(314,820)
(141,438)	187,090	Miscellaneous Items	436,400	449,430	462,840	476,660
156,220	2,227,840	Non Distributed Costs	2,294,740	2,294,750	2,294,760	2,294,770
(138,800)	62,770	Office Services Team	81,470	(4,340)	(32,870)	(62,330)
0	0	Paymaster	0	0	0	0
337,137	357,390	Website	251,980	257,390	262,990	268,760
1,976,514	3,985,110	Total Net Expenditure/(Income)	4,154,920	4,047,070	3,996,010	3,943,390

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-2018**

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Financial Information Accountancy

Ledger Code ACCOUN

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
742,588	Employee Related Expenditure	702,400	690,909	693,980
0	Premises Related Expenditure	0	0	0
26,089	Transport Related Expenditure	31,570	31,606	21,640
42,482	Supplies and Services	48,650	45,256	65,210
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
811,159	Total Directly Controllable Expenditure	782,620	767,771	780,830
(875,160)	Income	(913,160)	(913,470)	(904,280)
(64,001)	Net Directly Controllable Expenditure/(Income)	(130,540)	(145,699)	(123,450)
0	Capital Charges	0	0	0
147,918	Support Services	129,420	129,500	141,020
83,917	Total Service Cost/(Surplus)	(1,120)	(16,199)	17,570
	Full Time Equivalent Staff	13.53	13.53	13.87

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Insurance - Emps Liab, All Risk	3,990	4,390
Salaries	673,840	679,400
Transport Related		
Officers Car Leasing	30,060	20,380
Supplies and Services		
Books and Publications	9,100	9,170
Computer Software Licence	8,460	23,900
General Subscriptions	12,730	14,630
Income		
Support Service Recharge	(913,160)	(904,280)
Support Services		
Audit Services Recharge	6,990	10,030
Business Systems Recharge	51,940	57,690
HR Services Recharge	8,850	9,030
Office Services Recharge	9,670	8,630
Paymaster Recharge	6,360	5,150
Public Offices Recharge	27,340	29,550

Major Variances 2016-17 v 2017-18

Computer Software Licence costs have increased by £15,000, this relates to Growth Bid PR000177 (licence costs for upgrade and collaborative planning).

Guildford Borough Council Outline Budget 2017-2018

Business Rates and Systems Mgmt

Financial Information Business Rates

Ledger Code BUSRAT

Responsible Officer Steve White - Director of Resources (Tel: 444920)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
177,874	Employee Related Expenditure	157,970	165,186	167,370	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	153,090	161,890
5,278	Transport Related Expenditure	6,170	6,189	8,100	Transport Related		
27,301	Supplies and Services	25,210	26,106	26,170	Car Leasing and Allowances	6,150	8,080
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	9,610	14,860
210,453	Total Directly Controllable Expenditure	189,350	197,481	201,640	General Subscriptions	1,000	970
					IT Renewals	1,600	1,600
(263,766)	Income	(276,390)	(277,930)	(269,210)	Postages	1,910	950
(53,313)	Net Directly Controllable Expenditure/(Income)	(87,040)	(80,449)	(67,570)	Income		
					Expenses Recovered	(36,390)	(34,280)
0	Capital Charges	0	0	0	UBR Admin Grant	(240,000)	(234,930)
47,104	Support Services	43,060	43,090	48,150	Support Services		
(6,209)	Total Service Cost/(Surplus)	(43,980)	(37,359)	(19,420)	Accountancy Services Recharge	2,370	2,460
					Audit Services Recharge	2,230	3,200
					Business Systems Recharge	16,380	18,350
					Office Services Recharge	2,700	2,520
					Paymaster Recharge	3,770	4,830
					Public Offices Recharge	7,620	8,650
	Full Time Equivalent Staff	3.77	3.77	3.77			

Major Variances 2016-17 v 2017-18

Savings may be achieved in this service as a result of the Revenue And Benefits restructure (PR000410), currently this potential saving is shown on the Housing Benefit budget.

Guildford Borough Council Outline Budget 2017-2018

Energy Mgmt and Sustainability

Financial Information Climate Change

Ledger Code CLIMAT

Responsible Officer Kevin Handley - Office Services Manager (Tel: 444447)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
210,138	Employee Related Expenditure	204,010	157,048	182,210	Employee Related		
139,134	Premises Related Expenditure	145,550	140,174	137,160	Salaries	197,070	178,050
6,006	Transport Related Expenditure	12,640	11,152	5,600	Premises Related		
15,752	Supplies and Services	56,640	18,009	32,310	Carbon Allowances	136,600	128,140
0	Third Party Payments	0	0	0	Repair and Maintenance	7,000	7,000
0	Transfer Payments	0	0	0	Transport Related		
371,030	Total Directly Controllable Expenditure	418,840	326,383	357,280	Transport Pool Hire Charge	9,880	3,170
					Supplies and Services		
(378,785)	Income	(367,670)	(372,502)	(360,180)	Building Energy Development	7,500	7,500
(7,755)	Net Directly Controllable Expenditure/(Income)	51,170	(46,119)	(2,900)	Climate Change Strategy	3,360	3,360
					Consultants (Advice)	20,000	0
8,994	Capital Charges	8,990	8,990	8,990	Data/Software Costs	4,000	2,000
57,742	Support Services	52,200	52,310	46,630	Environmental Promotion	11,000	11,000
58,981	Total Service Cost/(Surplus)	112,360	15,181	52,720	Income		
					Electric Feed-in Tariffs	(12,000)	(12,000)
	Full Time Equivalent Staff	5.00	5.00	4.00	Expenses Recovered	(25,310)	(27,310)
					Recharged to Other Services	(201,770)	(194,360)
					Sale of Electricity	(20,600)	(20,600)
					Support Service Recharge	(107,990)	(105,910)
					Support Services		
					Audit Services Recharge	4,390	6,300
					Business Systems Recharge	11,730	12,390
					Office Services Recharge	3,640	2,680
					Paymaster Recharge	7,130	4,490
					Public Offices Recharge	10,330	9,190

Major Variances 2016-17 v 2017-18

A growth bid for consultancy of £20,000 will come out of the budget in 2017-18 and a vacant post has been removed from the establishment.

Financial Information Council Tax

Ledger Code CTAX

Responsible Officer Steve White - Director of Resources (Tel: 444920)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
549,926	Employee Related Expenditure	476,630	427,582	510,710	Employee Related		
820	Premises Related Expenditure	650	650	570	Salaries	466,590	495,840
3,414	Transport Related Expenditure	3,810	3,442	4,240	Transport Related		
167,098	Supplies and Services	160,320	148,472	194,710	Car Leasing and Allowances	3,570	4,200
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	33,990	57,490
721,258	Total Directly Controllable Expenditure	641,410	580,146	710,230	Debt Collection Services	21,170	17,460
					Local Council Tax Hardship Relief	40,000	40,000
(256,127)	Income	(343,750)	(325,000)	(300,000)	Postage	28,790	25,070
465,131	Net Directly Controllable Expenditure/(Income)	297,660	255,146	410,230	Printing Services Recharge	15,860	18,240
					Income		
0	Capital Charges	0	0	0	Expenses Recovered	(325,000)	(300,000)
162,302	Support Services	142,090	142,160	172,360	Government Grant	(18,750)	0
627,433	Total Service Cost/(Surplus)	439,750	397,306	582,590	Support Services		
					Business Systems Recharge	45,380	51,120
	Full Time Equivalent Staff	12.45	12.95	12.95	Paymaster Recharge	36,230	44,990
					Public Offices Recharge	22,130	29,660

Major Variances 2016-17 v 2017-18

Increase in salary costs reflect changes in allocations for posts between Council Tax and Housing Benefit. However, savings will be achieved in this service as a result of the Revenue And Benefits restructure (PR000410) . Currently this potential saving is shown on the Housing Benefit budget.

Computer Software Licence costs have been increased to reflect expenditure.

Income has reduced due to the new burden funding for LCTS now being incorporated into the admin support grant.

Guildford Borough Council Outline Budget 2017-2018

Financial Services Management

Financial Information Corporate Financial

Ledger Code CORFIN

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
10,312	Employee Related Expenditure	9,060	10,407	9,170	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	8,940	9,060
493	Transport Related Expenditure	310	630	130	Supplies and Services		
133,808	Supplies and Services	154,720	135,515	152,950	Brokers Commission	47,760	54,560
0	Third Party Payments	0	0	0	Consultants Fees	46,000	36,630
0	Transfer Payments	0	0	0	Grants and subscriptions	50,410	51,120
144,613	Total Directly Controllable Expenditure	164,090	146,552	162,250	Income		
					Recharged to Other Services	(154,650)	(160,590)
(85,409)	Income	(154,650)	(145,558)	(160,590)	Support Services		
59,204	Net Directly Controllable Expenditure/(Income)	9,440	994	1,660	Accountancy Services Recharge	222,020	220,970
					Audit Services Recharge	23,380	33,560
0	Capital Charges	0	0	0	Legal Services Recharge	28,660	320
208,135	Support Services	275,770	275,910	256,830			
267,339	Total Service Cost/(Surplus)	285,210	276,904	258,490			
	Full Time Equivalent Staff	0.15	0.15	0.15			

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Financial Services Management

Financial Information Debtors

Ledger Code G3555

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
144,554	Employee Related Expenditure	134,710	123,542	129,800	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	132,130	127,130
852	Transport Related Expenditure	860	861	740	Supplies and Services		
19,227	Supplies and Services	25,500	23,707	25,310	Computer Software Licence	4,840	4,450
0	Third Party Payments	0	0	0	Copying & Printing	3,340	3,360
0	Transfer Payments	0	0	0	Debt Collection Services	6,000	6,000
164,633	Total Directly Controllable Expenditure	161,070	148,110	155,850	Postages	8,160	8,600
(237,110)	Income	(262,070)	(262,160)	(203,250)	Income		
(72,477)	Net Directly Controllable Expenditure/(Income)	(101,000)	(114,050)	(47,400)	Support Service Recharge	(262,070)	(203,250)
0	Capital Charges	0	0	0	Support Services		
97,249	Support Services	100,970	101,000	49,160	Audit Services Recharge	4,390	6,300
24,772	Total Service Cost/(Surplus)	(30)	(13,050)	1,760	Business Systems Recharge	13,160	14,700
					Legal Services Recharge	52,790	2,750
					Paymaster Recharge	11,350	6,090
					Public Offices Recharge	8,040	8,820
	Full Time Equivalent Staff	3.98	3.98	3.99			

Major Variances 2016-17 v 2017-18

The Legal Services recharge has been reduced as the debtors service has taken on additional recovery work previously carried out by legal services.

Guildford Borough Council Outline Budget 2017-2018

Payroll and Insurance Management

Financial Information ePayments and Payroll

Ledger Code PAYPAY

Responsible Officer Steve White - Director of Resources (Tel: 444920)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
453,661	Employee Related Expenditure	349,020	394,163	380,790	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	341,420	369,780
4,246	Transport Related Expenditure	3,840	3,844	3,650	Supplies and Services		
112,842	Supplies and Services	115,470	113,872	116,070	Cash Machines Software Mtce	17,000	17,000
0	Third Party Payments	0	0	0	Computer Software Licence	33,460	32,510
0	Transfer Payments	0	0	0	IT Renewals	23,060	24,480
570,749	Total Directly Controllable Expenditure	468,330	511,879	500,510	Payment to Contractors	20,000	20,000
					Postage and Telephones	5,370	3,250
(628,669)	Income	(692,510)	(694,774)	(673,730)	Income		
(57,920)	Net Directly Controllable Expenditure/(Income)	(224,180)	(182,895)	(173,220)	Support Service Recharge	(692,510)	(670,700)
					Support Services		
0	Capital Charges	0	0	0	Accountancy Services Recharge	42,510	44,620
136,590	Support Services	139,150	139,240	169,330	Audit Services Recharge	13,160	20,440
78,670	Total Service Cost/(Surplus)	(85,030)	(43,655)	(3,890)	Business Systems Recharge	36,910	43,550
					Human Resources Recharge	5,320	10,800
	Full Time Equivalent Staff	9.61		10.62	Public Offices Recharge	17,570	24,380

Major Variances 2016-17 v 2017-18

Savings may be achieved in this service as a result of the Revenue And Benefits restructure (PR000410), currently this potential saving is shown on the Housing Benefit budget.

Guildford Borough Council Outline Budget 2017-2018

Financial Services Management

Financial Information Feasibility Studies

Ledger Code FEASTU

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0	Supplies and Services Consultants Fees	20,000	30,000
0	Premises Related Expenditure	0	0	0			
0	Transport Related Expenditure	0	0	0			
20,735	Supplies and Services	20,000	19,999	30,000			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
20,735	Total Directly Controllable Expenditure	20,000	19,999	30,000			
0	Income	0	0	0			
20,735	Net Directly Controllable Expenditure/(Income)	20,000	19,999	30,000			
0	Capital Charges	0	0	0			
90	Support Services	140	140	200			
20,825	Total Service Cost/(Surplus)	20,140	20,139	30,200			
	Full Time Equivalent Staff	0.00	0.00				

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Guildford Borough Council Outline Budget 2017-2018

Housing Benefit Management

Financial Information Housing Benefits

Ledger Code HOUBEN

Responsible Officer Steve White - Director of Resources (Tel: 444920)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
844,749	Employee Related Expenditure	677,920	686,304	564,140
6,290	Premises Related Expenditure	5,000	5,000	4,430
4,903	Transport Related Expenditure	6,900	5,346	6,190
448,472	Supplies and Services	144,270	340,903	176,230
0	Third Party Payments	0	0	0
35,306,258	Transfer Payments	36,680,000	33,926,096	34,245,300
36,610,672	Total Directly Controllable Expenditure	37,514,090	34,963,649	34,996,290
(36,346,078)	Income	(37,317,510)	(34,762,467)	(34,854,980)
264,594	Net Directly Controllable Expenditure/(Income)	196,580	201,182	141,310
0	Capital Charges	0	0	0
270,236	Support Services	228,420	228,500	206,880
534,830	Total Service Cost/(Surplus)	425,000	429,682	348,190
	Full Time Equivalent Staff	17.78	19.78	17.78

Major Variances 2016-17 v 2017-18

Employee related costs have reduced due to the implications of PR000410 however this saving will be spread over all Revenue and Benefits costs centres once the restructure is completed.

Computer Software Licence costs and Postage charges have been increased to reflect expenditure.

There has been some modest reductions in claimant count which may decrease further in 2017-18 as the migration to Universal Credit continues. There will be lower rent rebate costs due to the 1% rent reduction. The majority of expenditure incurred is recovered from the Department of Work and Pensions as part of the annual grant claim.

Major Items

Employee Related

Salaries 659,740 540,780

Transport Related

Car Leasing and Allowances 6,700 6,010

Supplies and Services

Audit Fee 14,000 25,000

Computer Software Licence 57,190 75,290

Consultants (Projects) 12,000 12,000

Postage 10,670 26,960

Printing and Stationery 19,080 8,390

Transfer Payments

Rent Allowances 22,080,000 20,275,800

Rent Rebates 14,600,000 13,969,500

Income

Housing Benefit Admin Grant (446,000) (436,620)

Overpayment Recovery (40,000) (30,000)

Rent Allowances Grant 22,120,000 (20,315,800)

Rent Rebate Grant 14,710,000 (14,069,500)

Support Services

Accountancy Services Recharge 11,930 12,530

Customer Tech Support Recharge 30,410 35,000

Debtors Section Recharge 45,120 21,950

HR Services Recharge 11,970 12,680

Information Sys Support Recharge 6,100 6,350

Legal Services Recharge 20,280 13,830

Office Services Recharge 13,770 11,920

Public Offices Recharge 38,950 40,820

Financial Information ICT Business Services Team

Ledger Code BUSSVC

Responsible Officer Adrian Hudson - ICT Manager (Tel: 444900)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
608,275	Employee Related Expenditure	726,220	442,843	601,190	Employee Related		
110	Premises Related Expenditure	100	100	100	Salaries	713,250	587,660
15,935	Transport Related Expenditure	4,610	4,207	4,190	Transport Related		
42,050	Supplies and Services	43,560	37,982	83,940	Car Leasing and Allowances	3,910	3,190
0	Third Party Payments	0	0	0	Supplies and Services		
0	Transfer Payments	0	0	0	Computer Software Licence	4,800	54,800
666,370	Total Directly Controllable Expenditure	774,490	485,132	689,420	Inspection Fee	5,000	5,000
					IT Renewals	4,060	14,930
(736,443)	Income	(739,790)	(740,050)	(793,790)	Printing and Stationery	2,350	1,860
(70,073)	Net Directly Controllable Expenditure/(Income)	34,700	(254,918)	(104,370)	Telecomms	1,030	1,440
					Telecomms: Maintenance	20,000	0
0	Capital Charges	0	0	0	Income		
111,922	Support Services	96,570	96,710	117,760	Support Service Recharge	(739,790)	(793,790)
41,849	Total Service Cost/(Surplus)	131,270	(158,208)	13,390	Support Services		
					Accountancy Services Recharge	2,860	2,280
	Full Time Equivalent Staff	16.50	16.50	16.41	Audit Services Recharge	14,850	21,320
					Health and Safety Recharge	2,170	2,800
					Human Resources Recharge	8,120	10,870
					Information Sys Support Recharge	6,330	5,510
					Office Cleaning Recharge	4,080	4,890
					Office Services Recharge	10,360	11,120
					Paymaster Recharge	6,990	10,650
					Performance & Trans Recharge	6,690	5,620
					Public Offices Recharge	29,290	38,110

Major Variances 2016-17 v 2017-18

There is an anticipated Customer Service Improvement Strategy saving of £250,000 in 2017-18 and four posts, two of which were temporary, (all previous growth bids) were removed from the establishment.

The telecoms maintenance contract has been cancelled and will be replaced by a centrally operated system. CRM licence cost is budgeted at £50,000 in 2017-18.

The Audit Service recharge has increased in line with the cost of that service and the Public Offices recharge more accurately reflects the service's share of that cost.

Financial Information ICT Customer Technical Support

Ledger Code CUSTEC

Responsible Officer Adrian Hudson - ICT Manager (Tel: 444900)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
508,491	Employee Related Expenditure	462,600	479,897	480,390
2,450	Premises Related Expenditure	1,940	1,940	1,720
6,518	Transport Related Expenditure	8,970	9,244	8,830
363,984	Supplies and Services	370,420	549,036	477,140
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
881,443	Total Directly Controllable Expenditure	843,930	1,040,117	968,080
(938,410)	Income	(920,390)	(919,830)	(1,057,360)
(56,967)	Net Directly Controllable Expenditure/(Income)	(76,460)	120,287	(89,280)
0	Capital Charges	0	0	0
89,589	Support Services	76,640	76,680	86,110
32,622	Total Service Cost/(Surplus)	180	196,967	(3,170)
	Full Time Equivalent Staff	9.21	9.21	9.22

Major Variances 2016-17 v 2017-18

The allocation of resources between Government Connect (Public Sector Networks) and Networks Links has changed to correspond with actual expenditure and the budget has been increased accordingly. IT Renewals recharge has increased as a result of new investment projects and the budget for the data centre is greater in 2017-18 to reflect the 2014-15 growth bid.

The Audit Service recharge has increased due to a restructure resulting in an increase in employee related expenditure.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Salaries	453,370	470,800
Transport Related		
Officers Car Leasing	7,850	7,260
Supplies and Services		
Disaster Recovery	14,610	17,000
Equipment & Tools	3,500	4,000
General Subscriptions	6,250	6,250
Government Connect	44,180	4,330
Infrastructure Maintenance	56,350	62,000
IT Renewals	109,240	141,970
IT Security	20,000	20,000
Network Links	7,000	60,000
Surrey Data Centre	83,000	135,000
Telecomms	3,510	4,020
Telecomms: Maintenance	17,000	19,000
Income		
Support Service Recharge	(919,350)	(1,057,360)
Support Services		
Audit Services Recharge	18,920	27,160
Business Services Support Recharge	2,870	3,520
Customer Service Centre Recharge	2,420	2,290
Health and Safety Recharge	1,380	1,590
Human Resources Recharge	5,160	6,160
Information Sys Support Recharge	3,630	3,160
Office Cleaning Recharge	2,590	2,740
Office Services Recharge	6,580	6,230
Paymaster Recharge	6,320	4,090
Performance & Trans Recharge	4,250	3,150
Public Offices Recharge	18,610	21,350

Guildford Borough Council Outline Budget 2017-2018

Business Systems Management

Financial Information IT Renewals Revenue Account

Ledger Code ITREV

Responsible Officer Adrian Hudson - ICT Manager (Tel: 444900)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0
0	Premises Related Expenditure	0	0	0
0	Transport Related Expenditure	0	0	0
0	Supplies and Services	0	0	0
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
0	Total Directly Controllable Expenditure	0	0	0
<u>(453,697)</u>	Income	<u>(582,920)</u>	<u>(582,920)</u>	<u>(602,150)</u>
(453,697)	Net Directly Controllable Expenditure/(Income)	(582,920)	(582,920)	(602,150)
342,292	Capital Charges	463,680	463,710	342,300
480	Support Services	790	790	770
(110,925)	Total Service Cost/(Surplus)	(118,450)	(118,420)	(259,080)

Major Items	2016-17 Estimate £	2017-18 Estimate £
Income		
Recharged to Other Services	(582,920)	(602,150)
Capital Charges		
Amortisation of Intangible Fas	371,340	244,620
Depreciation	92,340	97,680
Support Services		
Accountancy Services Recharge	530	500
Asset Register Recharge	260	270

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

The decrease in the recharges to other services and capital charges reflects a lower level of projects.

Guildford Borough Council Outline Budget 2017-2018

Business Systems Management

Financial Information Information Systems Team

Ledger Code INFSYS

Responsible Officer Adrian Hudson - ICT Manager (Tel: 444900)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
231,231	Employee Related Expenditure	163,510	161,242	230,770	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	160,240	222,640
505	Transport Related Expenditure	1,940	1,903	2,090	Supplies and Services		
121,750	Supplies and Services	93,210	101,554	112,950	Computer Software Development	5,000	0
0	Third Party Payments	0	0	0	Computer Software Licence	42,300	45,300
0	Transfer Payments	0	0	0	Cryoserver Costs	14,200	18,200
353,486	Total Directly Controllable Expenditure	258,660	264,699	345,810	General Subscriptions	1,370	1,370
(350,677)	Income	(294,430)	(293,955)	(324,790)	IT Renewals	21,780	38,130
2,809	Net Directly Controllable Expenditure/(Income)	(35,770)	(29,256)	21,020	Street Name Plates	6,000	8,000
0	Capital Charges	0	0	0	Income		
53,427	Support Services	37,350	37,407	49,190	Support Service Recharge	(291,890)	(319,300)
56,236	Total Service Cost/(Surplus)	1,580	8,151	70,210	Support Services		
	Full Time Equivalent Staff	3.28	3.28	3.25	Accountancy Services Recharge	1,220	2,080
					Audit Services Recharge	8,590	16,150
					Customer Tech Support Recharge	7,980	11,690
					Engineering and Transport Recharge	750	1,070
					Human Resources Recharge	1,830	2,130
					Office Services Recharge	2,340	2,180
					Paymaster Recharge	3,520	2,080
					Public Offices Recharge	6,600	7,460

Major Variances 2016-17 v 2017-18

A data protection officer will join the team in 2017-18 and salaries have increased accordingly.

The IT Renewals budget has increased in 2017-18 as a result of new investment projects.

Guildford Borough Council Outline Budget 2017-2018

Payroll and Insurance Management

Financial Information Insurance Revenue Account

Ledger Code INSREV

Responsible Officer Steve White - Director of Resources (Tel: 444920)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
0	Employee Related Expenditure	0	0	0
0	Premises Related Expenditure	0	0	0
0	Transport Related Expenditure	0	0	0
905,431	Supplies and Services	917,970	868,207	1,001,860
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
905,431	Total Directly Controllable Expenditure	917,970	868,207	1,001,860
(856,892)	Income	(938,410)	(921,494)	(1,005,860)
48,539	Net Directly Controllable Expenditure/(Income)	(20,440)	(53,287)	(4,000)
0	Capital Charges	0	0	0
4,516	Support Services	3,580	4,030	4,770
53,055	Total Service Cost/(Surplus)	(16,860)	(49,257)	770

Major Items	2016-17 Estimate £	2017-18 Estimate £
Supplies and Services		
Consultants Fees	5,000	4,750
Insurance Claims Paid	79,570	63,910
Insurance Premiums Paid	821,400	921,200
Risk Management Initiatives	8,000	8,000
Income		
Insurance Reimbursed	(38,400)	(39,550)
Recharged to Other Services	(899,550)	(965,840)

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

The estimate includes allowance for increases in insurance premiums in line with market expectations. Costs relating to insurance are fully recharged.

Financial Information Miscellaneous Items

Ledger Code MISEXE

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
0	Employee Related Expenditure	90,000	0	90,000			
0	Premises Related Expenditure	(12,000)	0	0	Supplies and Services		
0	Transport Related Expenditure	0	0	0	Inflation Allowance	200,540	200,540
1,060	Supplies and Services	19,780	325,671	(82,340)	IT Renewals	315,480	148,440
0	Third Party Payments	0	0	0	Miscellaneous Expenses	(250,000)	(175,000)
0	Transfer Payments	0	0	0	Service growth/efficiency allowance	(246,240)	(256,320)
1,060	Total Directly Controllable Expenditure	97,780	325,671	7,660	Income		
					SCC Grant	0	445,000
(142,978)	Income	88,850	(31,893)	428,390			
(141,918)	Net Directly Controllable Expenditure/(Income)	186,630	293,778	436,050			
0	Capital Charges	0	0	0			
480	Support Services	460	460	350			
(141,438)	Total Service Cost/(Surplus)	187,090	294,238	436,400			

Full Time Equivalent Staff

Major Variances 2016-17 v 2017-18

The IT renewals charge reflects the anticipated level of capital expenditure from the IT renewals fund, approved as part of the capital programme, for which the relevant service is not known at present.

The efficiency saving in the estimates relating to restructures within the Council being included in the miscellaneous expenses budget until the relevant services are identified.

The service growth/efficiency allowance equates to 20% of the total growth and efficiencies included in the service budgets, to allow for possible non-achievement.

The service accounts include Grant income from Surrey County Council. This service holds a non-receipt allowance.

Guildford Borough Council Outline Budget 2017-2018

Financial Services Management

Financial Information Non Distributed Costs

Ledger Code UNALLO

Responsible Officer Claire Morris - Head of Financial Services (Tel: 444827)

Financial Services Contact Michele Rogers - Accountancy Technician (Tel: 444842)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
156,000	Employee Related Expenditure	2,227,680	2,227,680	2,294,390	Employee Related		
0	Premises Related Expenditure	0	0	0	Backfunding of Superannuation	2,047,630	2,121,150
0	Transport Related Expenditure	0	0	0	Pension Payments for Added Years	180,050	173,240
0	Supplies and Services	0	0	0			
0	Third Party Payments	0	0	0			
0	Transfer Payments	0	0	0			
156,000	Total Directly Controllable Expenditure	2,227,680	2,227,680	2,294,390			
0	Income	0	0	0			
156,000	Net Directly Controllable Expenditure/(Income)	2,227,680	2,227,680	2,294,390			
0	Capital Charges	0	0	0			
220	Support Services	160	160	350			
156,220	Total Service Cost/(Surplus)	2,227,840	2,227,840	2,294,740			
	Full Time Equivalent Staff	0.00	0.00				

Major Variances 2016-17 v 2017-18

There are no major variances to report.

Financial Information Office Services Team

Ledger Code OFFSVC

Responsible Officer Kevin Handley - Office Services Manager (Tel: 444447)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £
505,231	Employee Related Expenditure	492,130	458,958	444,980
750,325	Premises Related Expenditure	682,970	703,440	808,110
15,158	Transport Related Expenditure	14,100	13,005	9,960
439,529	Supplies and Services	244,850	265,097	329,740
0	Third Party Payments	0	0	0
0	Transfer Payments	0	0	0
1,710,243	Total Directly Controllable Expenditure	1,434,050	1,440,500	1,592,790
(2,321,230)	Income	(1,849,460)	(1,911,633)	(2,006,800)
(610,987)	Net Directly Controllable Expenditure/(Income)	(415,410)	(471,133)	(414,010)
309,258	Capital Charges	309,260	309,360	309,260
162,929	Support Services	168,920	165,303	186,220
(138,800)	Total Service Cost/(Surplus)	62,770	3,530	81,470
	Full Time Equivalent Staff	13.81	13.81	13.32

Major Variances 2016-17 v 2017-18

Salary changes are due to the transfer of the scanning budget of £30,000 to Building Control.

General rates have been revalued and have increased significantly.

The IT Renewals budget has increased as a result of investment following the Millmead refurbishment project.

The increase in rental income reflects the greater availability of floor space within Millmead House to let to outside organisations.

The utilities budget has increased to reflect actuals.

The Asset Development recharge has increased in line with the repairs and maintenance budget.

Major Items	2016-17 Estimate £	2017-18 Estimate £
Employee Related		
Casual Salaries	10,000	7,500
Salaries	455,310	410,400
Staff Car Parking	13,750	13,750
Premises Related		
Biomass	27,000	22,000
General Rates	368,520	448,800
Removal of Refuse	14,260	14,700
Repairs and Maintenance	136,800	148,200
Utilities	108,260	141,210
Transport Related		
Car Leasing and Allowances	7,640	4,780
Supplies and Services		
Central Copiers	30,000	30,000
Contract Catering	45,120	51,940
Equip. Replace/Repair/Test/Lease	13,520	16,670
External Printing and Design	30,000	30,000
Furniture	36,000	36,000
IT Renewals	2,380	85,740
Maintenance Agreements	8,460	8,460
Paper & Board	9,000	12,000
Social Enterprise	10,600	10,440
Telecomms	4,920	6,000
Income		
Rents - Office space	(157,010)	(240,260)
Rents - Staff Lets	(30,680)	(30,680)
Support Service Recharge	(1,622,660)	(1,721,200)
Capital Charges		
Depreciation	309,260	309,260
Support Services		
Accountancy Services Recharge	9,960	7,340
Asset Development Recharge	14,110	23,190
Business Services Support Recharge	8,480	10,390

Guildford Borough Council Outline Budget 2017-2018

Web Programme Management

Financial Information Website

Ledger Code WEB

Responsible Officer Jenifer Davis - Web Programme Manager (Tel: 444020)

Financial Services Contact Emma Parry - Accountancy Technician (Tel: 444832)

2015-16 Actual £		2016-17 Estimate £	2016-17 Probable £	2017-18 Estimate £	Major Items	2016-17 Estimate £	2017-18 Estimate £
192,443	Employee Related Expenditure	169,490	173,055	139,550	Employee Related		
0	Premises Related Expenditure	0	0	0	Salaries	164,200	135,850
1,133	Transport Related Expenditure	0	313	200	Supplies and Services		
105,147	Supplies and Services	153,630	80,681	82,240	Computer Software Licence	18,000	0
0	Third Party Payments	0	0	0	IT Renewals	2,270	12,690
0	Transfer Payments	0	0	0	Market Research	1,000	0
298,723	Total Directly Controllable Expenditure	323,120	254,049	221,990	Web Site Mtce Costs	25,320	9,700
0	Income	0	0	0	Website Development & Costs	73,000	23,000
298,723	Net Directly Controllable Expenditure/(Income)	323,120	254,049	221,990	Website Hosting Costs	33,170	34,740
0	Capital Charges	0	0	0	Support Services		
38,414	Support Services	34,270	34,310	29,990	Audit Services Recharge	5,860	8,410
337,137	Total Service Cost/(Surplus)	357,390	288,359	251,980	Business Services Support Recharge	810	1,000
	Full Time Equivalent Staff	3.00	3.00	2.76	Customer Tech Support Recharge	2,340	2,690
					Human Resources Recharge	1,740	1,960
					Information Sys Support Recharge	1,170	1,020
					Legal Services Recharge	7,780	1,060
					Office Services Recharge	2,210	1,850
					Performance & Trans Recharge	1,430	930
					Public Offices Recharge	6,260	6,340

Major Variances 2016-17 v 2017-18

A growth bid for website development of £50,000 will come out of the budget in 2017-18 and there are website and software licence cost savings of £33,500. A temporary post has also been removed from the establishment.

**GUILDFORD BOROUGH COUNCIL
GENERAL FUND BUDGET 2017-18**

FEES AND CHARGES

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-18**

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GUILDFORD BOROUGH COUNCIL OUTLINE BUDGET 2017-18

FEEES AND CHARGES

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	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
To be approved by Council			
Gypsy Caravan Sites - Pitch Rental			
Ash Bridge & Cobbetts Close Sites (per week)	73.50	74.50	1.4%
Animal Businesses			
Pet animals			
-New	258.96	250.00	-3.5%
-Renewal	106.86	212.00	98.4%
Premises will be charged separately for any vets bills incurred on a case by case basis			
Animal Boarding			
-New	289.38	231.00	-20.2%
-Renewal	108.94	207.00	90.0%
-Home Boarding	99.06	No longer available	
Premises will be charged separately for any vets bills incurred on a case by case basis			
Riding Establishments			
-New	379.60	199.00	-47.6%
-Renewal	379.60	199.00	-47.6%
Premises will be charged separately for any vets bills incurred on a case by case basis			
Dangerous Wild Animals			
-New	316.42	139.00	-56.1%
-Renewal	316.42	123.00	-61.1%
Premises will be charged separately for any vets bills incurred on a case by case basis			
Dog Breeding			
-New	258.96	145.00	-44.0%
-Renewal	107.38	123.00	14.5%
Premises will be charged separately for any vets bills incurred on a case by case basis			
Registration – Acupuncture, tattooing, etc.			
Practitioner	178.00	No longer available	
Premises	434.00	No longer available	
Premises and/or One Practitioner		148.00	New charge
Per Additional Practitioner at time of Inspection		14.00	New charge
Practitioner at additional/existing premises inspected in last 12 months		25.00	New charge

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Pest Control			
(The charges shown are based on the cost of labour, transport plus materials)			
Domestic Premises			
Wasps (max 1 nest per premise)	74.19 *	60.00 *	-19.1%
Wasps (extra nest at same visit)	9.68 *	30.00 *	209.8%
Other Treatments	74.69 *	75.00 *	0.4%
Other Treatments (HMO)		100.00 *	New charge
Rodents	free of charge	free of charge	
Domestic Premises where the main occupier is a senior citizen or registered disabled OR Domestic Premises where the main occupier is receiving income support			
Wasps (max 1 nest per premise)	34.88 *	30.00 *	-14.0%
Wasps (extra nest at same visit)	5.63 *	30.00 *	433.2%
Other Treatments	34.88 *	45.00 *	29.0%
Rodents	free of charge		
Services of Environmental Health Officer			
- per hour or part thereof	98.43 *	70.00 *	-28.9%
Due to the England Local Authority review of fees and charges these may be subject to change			
Miscellaneous			
Extracts from Registers - Food Safety Act, per page. Under the Freedom of Information Act 2000 the charge is waived as the cost of collecting the fee is more than the charge.	free of charge	free of charge	
Sex Establishments - Fixed by Council			
Initial & Renewal Applications -			
Cost including Compliance	2,857.79	No longer available	
Cost including Non Compliance	2,686.48	No longer available	
Application fee		2,111.00	New charge
Fee of Grant		159.00	New charge
Contaminated Land & Air Quality			
Responding to enquiries about contaminated land – report with plan - First hour with administration	122.76	72.50	-40.9%
Each additional hour		67.00	New charge
<i>Note: for more extensive enquiries the fee is based on the hourly rate of the EHO added to the basic fee</i>			
Copy of Contaminated Land Strategy	16.49	No longer available	
Report on Air Quality Review	31.64	No longer available	

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Extracts from Registers			
Environmental Protection Act - per page	6.22	free of charge	
Miscellaneous			
Reports to Solicitors on the circumstances relating to workplace accidents (excl. cost of photographs) - up to 2 hours, extra charged at the hourly rate	193.02 *	see below	
From April 2017 this will be charged at the hourly rate		70.00 *	New charge
Approved under Delegated Authority (In consultation with the Chairman)			
Street Trading			
Charges for issue of a consent under the provisions of the Local Government (Miscellaneous) Provisions Act 1982	678.27	484.00	-28.6%
Day Centres			
Price per meal:			
Member	4.10	4.15	1.2%
Non member	5.70	5.80	1.8%
Main course only - member	2.90	2.90	0.0%
Main course only - non member	4.00	4.05	1.3%
Dessert only - member	1.20	1.25	4.2%
Dessert only - non member	1.70	1.75	2.9%
Theme Meal - member	5.00	5.50	10.0%
Theme Meal - non member	6.50	7.00	7.7%
Membership Fees:			
Day Centre only	12.00	12.20	1.7%
Day Centre and Dial a Ride (50% is for Community Transport)	18.00	18.35	1.9%
Membership Top Up Transport	6.00	6.15	2.5%
Membership Top Up Transport	6.00	6.15	2.5%
Day Centre Activities - Member**	3.00	3.05	1.7%
Day Centre Activities - Non Member**	4.00	4.05 ?	1.3%
Bathing (charge per bath Shawfield)	6.00	No longer available	
Bathing (charge per bath at other Day Centres, excluding Shawfield)	6.00	No longer available	
Income from other services***e.g. hairdressing and chiropody (% of takings)	15%	20%	33.3%
**These are activities such as Tai Chi and Line Dancing provided by external facilitators			
*** These charges were previously retained by the centre welfare funds			
Meals on Wheels Service			
Price per meal	4.10	4.15	1.2%

* = includes VAT at 20%

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Hire of Halls			
Voluntary and Not for Profit Providers per Hour			
Educational Activities	20.00	20.50	2.5%
Private hire	25.00	26.00	4.0%
Half Day	50.00	51.50	3.0%
Full Day	100.00	103.00	3.0%
Community Transport Service			
Membership Fees:			
Dial a Ride only	12.00	12.20	1.7%
Community Transport to Day Centre	12.00	12.20	1.7%
Day Centre and Dial a Ride (half this fee relates to Day Centres)	18.00	18.35	1.9%
Single Journey (Members)			
1 mile	2.50	2.55	2.0%
2 miles	3.00	3.05	1.7%
3 miles	3.50	3.55	1.4%
4 miles	4.00	4.05	1.3%
5 miles	4.50	4.55	1.1%
6 miles	5.00	5.05	1.0%
7 miles	5.50	5.55	0.9%
8 miles	6.00	6.05	0.8%
9 miles	6.50	6.55	0.8%
10 miles	7.00	7.05	0.7%
11 miles	7.50	7.55	0.7%
12 miles	8.00	8.05	0.6%
13 miles	8.50	8.55	0.6%
14 miles	9.00	9.05	0.6%
15 miles. Journeys above 15 miles are not undertaken.	9.50	9.55	0.5%
Handyperson Service - Available for the over 60's, disabled and vulnerable			
General Services (per hour incl VAT)	19.00 *	20.00 *	5.3%
General Services for those on benefits (per hour incl VAT)	12.00 *	12.50 *	4.2%
Safe and Secure Works for those on benefits	free of charge	free of charge	

* = includes VAT at 20%

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Approved under Delegated Authority			
Private Sector Housing			
HMO Licences (Discount of £25 if applicant is a member of a recognised landlord organisation) (Discount of £50 if applicant is an accredited Landlord of the Guildford Letting Scheme) (Both discounts can not be applied at the same time)	565.00	590.00	4.4%
Late application fee	110.00	110.00	0.0%
Careline			
Weekly Charges			
Sheltered accommodation clients	0.57	0.57	0.0%
Elderly Persons dwellings clients	2.25	2.25	0.0%
Private Sector Clients (dispersed alarms)	4.25	4.25	0.0%
Responder Services (out of hours)	1.40	1.40	0.0%
Caravan Licence			
New Licence Application			
Number of Pitches 1 - 5	495.00	495.00	0.0%
Number of Pitches 6 - 15	533.00	533.00	0.0%
Number of Pitches 16 - 45	571.00	571.00	0.0%
Number of Pitches 46 and greater	609.00	609.00	0.0%
Transfer of Existing Licence			
Number of Pitches 1 - 5	124.00	124.00	0.0%
Number of Pitches 6 - 15	124.00	124.00	0.0%
Number of Pitches 16 - 45	124.00	124.00	0.0%
Number of Pitches 46 and greater	124.00	124.00	0.0%
Application to vary a Site Licence			
Number of Pitches 1 - 5	204.00	204.00	0.0%
Number of Pitches 6 - 15	255.00	255.00	0.0%
Number of Pitches 16 - 45	306.00	306.00	0.0%
Number of Pitches 46 and greater	357.00	357.00	0.0%

	2016-17	2017-18	Increase
	From 1 April 2016 £	From 1 April 2017 £	%
Annual Licence Fee			
Number of Pitches 1 - 5	80.00	80.00	0.0%
Number of Pitches 6 - 15	106.00	106.00	0.0%
Number of Pitches 16 - 45	160.00	160.00	0.0%
Number of Pitches 46 and greater	320.00	320.00	0.0%
Deposit of Site Rules			
Number of Pitches 1 - 5	30.00	30.00	0.0%
Number of Pitches 6 - 15	30.00	30.00	0.0%
Number of Pitches 16 - 45	30.00	30.00	0.0%
Number of Pitches 46 and greater	30.00	30.00	0.0%
Scrap Metal			
Site Licence	180.00	291.00	61.7%
Mobile Collector	180.00	178.00	-1.1%
Local Authority Pollution Protection Control			
Fees are set by Statute and are available on request from the Environmental Control service.			
Smoke Alarm charge as per The Smoke and Carbon Monoxide Alarm (England) Regulations Act 2015.			
Maximum penalty	5,000.00	5,000.00	0.0%

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
To be approved by Council			
Hackney Carriages and Private Hire Vehicles			
Hackney Vehicle Application Fee (including Licence Plate)	244.20	210.20	-13.9%
Hackney Vehicle Renewal Fee (including Licence Plate)	244.20	210.20	-13.9%
Hackney Licence Vehicle Change	48.00	11.73	-75.6%
Hackney Licence Vehicle Change with Test	not applicable	not applicable	
Hackney Licence Plates	18.50	10.00	-45.9%
Private Hire Vehicle Application Fee (including Licence Plate)	229.40	179.90	-21.6%
Private Hire Vehicle Renewal Fee (including Licence Plate)	229.40	179.90	-21.6%
Private Hire Vehicle Change	47.00	11.73	-75.0%
Private Hire Vehicle Change with Test	not applicable	not applicable	
Private Hire Licence Plates	18.50	10.00	-45.9%
Test Fee	57.00	57.00	0.0%
Hackney carriage temporary vehicle licence (3 months) *NEW CHARGE*	68.50	67.50	-1.5%
Private hire temporary vehicle licence (3 months) *NEW CHARGE*	64.80	59.90	-7.6%
Private hire vehicle signs (two signs)	10.00	10.00	0.0%
Hackney Carriage and Private Hire Drivers			
Hackney Drivers Application Fee (3 year licence)	367.40	355.50	-3.2%
Hackney Drivers Renewal Fee	367.40	355.50	-3.2%
Hackney Drivers Knowledge Test	64.30	90.00	40.0%
Private Hire Drivers Application Fee (3 year licence)	367.40	355.50	-3.2%
Private Hire Drivers Renewal Fee	367.40	355.50	-3.2%
Private Hire Drivers Knowledge Test	12.98	14.80	14.0%
Disclosure Barring Service check fee (Statutory)	Cost incurred directly by driver	Cost incurred directly by driver	
Hackney Carriage Replacement Badge	10.00	7.81	-21.9%
Private Hire Replacement Badge	10.00	7.81	-21.9%
Convert from Private Hire Driver to Hackney Carriage Driver	55.00	55.00	0.0%
Private Hire Operator's Licence			
less than 5 vehicles	193.20	No longer available	
5 - 10 vehicles	195.40	No longer available	
11-15 vehicles	197.50	No longer available	
16 - 20 vehicles	199.60	No longer available	
21 - 30 vehicles	203.80	No longer available	
31 - 40 vehicles	208.10	No longer available	
41 - 50 vehicles	212.30	No longer available	
Over 50 vehicles	225.00	No longer available	
Amend Licence	0.00	No longer available	
Private Hire Operators Licence		264.70	New Charge

* = includes VAT at 20%

SCHEDULE FOR INFORMATION ONLY

Approved by the Government

Environmental Protection Act 1990-Fees for authorisation of industrial process Note: these fees are prescribed nationally by regulation and are reviewed annually by DCLG.

Classes of Premises licence	Non-conversion application fee in respect of other premises	Annual fee	Maximum fee for application to vary licence	Fee for application to transfer a licence	Fee for application for reinstatement of a licence	Fee for application for provisional statement	Fee for Licence Application (provisional Statement Holders)	Fee for Copy Licence	Fee for Notification of Change
	£	£	£	£	£	£	£	£	£
Regional casino premises licence	15,000	15,000	7,500	6,500	6,500	15,000	8,000	25	50
Large casino premises licence	10,000	10,000	5,000	2,150	2,150	10,000	5,000	25	50
Small casino premises licence	8,000	5,000	4,000	1,800	1,800	8,000	3,000	25	50
Bingo premises licence	3,500	1,000	1,750	1,200	1,200	3,500	1,200	25	50
Adult gaming centre premises licence	2,000	1,000	1,000	1,200	1,200	2,000	1,200	25	50
Betting premises (track) licence	2,500	1,000	1,250	950	950	2,500	950	25	50
Family entertainment centre premises licence	2,000	750	1,000	950	950	2,000	950	25	50
Betting premises (other) licence	3,000	600	1,500	1,200	1,200	3,000	1,200	25	50

Guildford Borough Council Outline Budget 2017-18

Corporate Directorate

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
To be approved by Council			
House Purchase Fees			
(a) Right to Buy			
Engrossment Fee	79.00	80.00	1.3%
Consent - Application in Advance	98.00	100.00	2.0%
Consent - Retrospective Application	163.00	170.00	4.3%
Leasehold Enquires	120.00	120.00	0.0%
(b) Equity Share			
Lease Surrender	100.00	103.00	3.0%
Road Closure Application Fee	132.00	136.00	3.0%
<i>This is the minimum standard charge which includes the cost of basic laminated signage only. The actual amount payable is subject to any additional signage costs incurred.</i>			
Council Minutes Booklet and Committee Agendas - Annual Subscription			
- All available on line free of charge - Hard copies available but will charged at cost to GBC			
Business organisations (per committee)			
Amenity organisations and private individuals			
Parish Councils (first copy free)			
Individual Agendas			
Constitution			
Annual Report and Statement of Accounts - supply to Borough Residents	Free	Free	n/a
Annual Report and Statement of Accounts - supply to organisations and individuals outside the Borough	Head of Financial Services to assess		
Section 106 Agreements			
Suitable Access to Natural Green Space (SANGS) Section 106 agreement or Unilateral Undertaking	670.00	690.00	3.0%
Section 106 agreement or Unilateral Undertaking (development up to 25 dwellings)	1,030.00	1,061.00	3.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 25 up to 50 dwellings)	2,060.00	2,122.00	3.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 51 up to 100 dwellings)	Minimum of £2,060 **	Minimum of £2,122 **	3.0%
Section 106 agreement or Unilateral Undertaking (development exceeding 101 up to 199 dwellings)	Minimum of £2,060 **	Minimum of £2,122 **	3.0%
Section 106 agreement (Major applications, small scale, large scale)	Minimum of £2,060 **	Minimum of £2,122 **	3.0%

**Complex agreements, major applications, small scale, large scale can exceed £2,122, the Council's reasonable legal costs are payable.

Guildford Borough Council Outline Budget 2017-18

Corporate Directorate

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Property Transactions – Legal Charges			
Grant of new lease up to 100 sq. m	minimum £450**	minimum £500**	11.0%
Grant of new lease 101 to 300 sq. m	minimum £650**	minimum £700**	7.6%
Grant of new lease 301 – 700 sq. m	minimum £750**	minimum £800**	6.8%
Grant of new lease over 700 sq. m	minimum £1,000**	minimum £1,200**	20.0%
Renewal of lease up to 100 sq. m	minimum £338**	minimum £400**	18.3%
Renewal of lease 101 to 300 sq. m	minimum £488**	minimum £500**	2.5%
Renewal of lease 301 – 700 sq. m	minimum £565**	minimum £600**	6.2%
Renewal of lease over 700 sq. m	minimum £750**	minimum £800**	6.7%
Deed of Variation	minimum £475**	minimum £525**	10.0%
Rent Deposit Deed		minimum £200**	n/a
Licence to Assign/Alter	minimum £450**	minimum £500**	11.0%
Licence to Underlet	minimum £450**	minimum £600**	33.5%
Grant of new Licence for grazing/garden/access	minimum £350**	minimum £450**	14.0%
Renewal of Licence for grazing/garden/access	minimum £250**	minimum £250**	0.0%
Grant of new Licence for scaffolding/development compound	minimum £450**	minimum £450**	0.0%
Renewal of Licence for scaffolding/development compound	minimum £338**	minimum £350**	3.5%
Grant of Easement/wayleave	minimum £450**	minimum £500**	11.0%
Sale of freehold	minimum £650**	minimum £700**	7.6%

** These are the minimum standard charges. Protracted or complex cases can exceed these figures in which case the Council's reasonable legal costs are payable

Approved by the Government

Electoral Register Sales

Fees are set by Statute and are available on request.

Guildford Borough Council Outline Budget 2017-18

Development Directorate

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
To be approved by Council			
Statutory Planning Fees can be found by referring to current government legislation. The Planning Portal is the UK online planning and building regulations resource- http://www.planningportal.gov.uk/planning/planningpolicyandlegislation/currentlegislation/statutoryinstruments			
Decision Notices			
Planning Decisions (TP3s) - post 2005 on website	18.00 *	19.00 *	5.6%
Planning Appeal Decisions - post 2005 on website	18.00 *	19.00 *	5.6%
Planning Legal agreements (Section 106 etc.) - if available on website (New)	18.00 *	19.00 *	5.6%
Tree Preservation Orders (if available on website)	18.00 *	19.00 *	5.6%
BC Completion Certificate pre 2001	18.00 *	19.00 *	5.6%
BC Completion Letter pre 1991	18.00 *	19.00 *	5.6%
Self-build and Custom Housebuilding Register			
Initial entry on the register	n/a	25.00 *	
Annual fee for remaining on the register	n/a	10.00 *	
All charges are per document			
If the above information is not available on our website the photocopying charges listed below will apply:-			
Photocopy Charges			
Plan Copying(A2-A0)	11.00	11.50	4.5%
Photocopying Charges (black and white A4)	0.30 *	0.31 *	3.3%
Photocopying Charges (black and white A3)	0.30 *	0.31 *	3.3%
Photocopying Charges (colour A4)	0.50 *	0.52 *	4.0%
Photocopying Charges (colour A3)	0.50 *	0.52 *	4.0%
Supply of information to professional organisations			
General enquiries (one off charge)	65.00 *	68.00 *	4.6%

Tables A,B, C, (domestic) D and E (commercial) for Building Control fees are available on the web site or from the Building Control office

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Development Directorate

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Pre Application Advice			
Householder and new dwellings			
Category: BRONZE			
Householder	50.00 *	52.00 *	4.0%
1-4 dwellings	150.00 *	156.00 *	4.0%
5-9 dwellings	250.00 *	260.00 *	4.0%
10-49 dwellings	500.00 *	525.00 *	5.0%
50+ dwellings	750.00 *	785.00 *	4.7%
Category: SILVER			
Householder	100.00 *	105.00 *	5.0%
1-4 dwellings	300.00 *	315.00 *	5.0%
5-9 dwellings	350.00 *	370.00 *	5.7%
10-49 dwellings	750.00 *	785.00 *	4.7%
50+ dwellings	1,500.00 *	1,575.00 *	5.0%
Category: GOLD			
Householder	n/a	n/a	
1-4 dwellings	n/a	n/a	
5-9 dwellings	750.00 *	785.00 *	4.7%
10-49 dwellings	1,000.00 *	1,050.00 *	5.0%
50+ dwellings	2,500.00 *	2,625.00 *	5.0%
Category: PLATINUM			
Householder	n/a	n/a	
1-4 dwellings	n/a	n/a	
5-9 dwellings	n/a	n/a	
10-49 dwellings	2,000.00 *	2,100.00 *	5.0%
50+ dwellings	price on application *	price on application *	
Extras			
Additional plans			
Householder	50.00 *	52.00 *	4.0%
1-4 dwellings	75.00 *	78.00 *	4.0%
5-9 dwellings	150.00 *	156.00 *	4.0%
10-49 dwellings	500.00 *	525.00 *	5.0%
50+ dwellings	750.00 *	785.00 *	4.7%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Development Directorate

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Additional meetings			
Householder	n/a	n/a	
1-4 dwellings	n/a	n/a	
5-9 dwellings	300.00 *	315.00 *	5.0%
10-49 dwellings	600.00 *	630.00 *	5.0%
50+ dwellings	800.00 *	840.00 *	5.0%
Commercial and other development			
Category: BRONZE			
Commercial up to 250 sq metres	150.00 *	156.00 *	4.0%
Commercial up to 500 sq metres	250.00 *	260.00 *	4.0%
Commercial up to 1000 sq metres	400.00 *	420.00 *	5.0%
Commercial up to 2500 sq metres	500.00 *	525.00 *	5.0%
Commercial over 2500 sq metres	750.00 *	785.00 *	4.7%
Other (listed building, change of use, advertisements, agricultural and telecommunications)	200.00 *	210.00 *	5.0%
Category: SILVER			
Commercial up to 250 sq metres	250.00 *	260.00 *	4.0%
Commercial up to 500 sq metres	350.00 *	370.00 *	5.7%
Commercial up to 1000 sq metres	650.00 *	685.00 *	5.4%
Commercial up to 2500 sq metres	750.00 *	785.00 *	4.7%
Over 2500 sq metres	1,000.00 *	1,050.00 *	5.0%
Other (listed building, change of use, advertisements, agricultural and telecommunications)	350.00 *	370.00 *	5.7%
Category: GOLD			
Commercial up to 250 sq metres	n/a	n/a	
Commercial up to 500 sq metres	750.00 *	785.00 *	4.7%
Commercial up to 1000 sq metres	850.00 *	895.00 *	5.3%
Commercial up to 2500 sq metres	1,500.00 *	1,575.00 *	5.0%
Over 2500 sq metres	2,000.00 *	2,100.00 *	5.0%
Other (listed building, change of use, advertisements, agricultural and telecommunications)	n/a	n/a	
Category: PLATINUM			
Commercial up to 250 sq metres	n/a	n/a	
Commercial up to 500 sq metres	n/a	n/a	
Commercial up to 1000 sq metres	n/a	n/a	
Commercial up to 2500 sq metres	n/a	n/a	
Over 2500 sq metres	price on application *	price on application *	
Other (listed building, change of use, advertisements, agricultural and telecommunications)	n/a	n/a	

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Development Directorate

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Extras			
Additional plans			
Commercial up to 250 sq metres	75.00 *	78.00 *	4.0%
Commercial up to 500 sq metres	150.00 *	156.00 *	4.0%
Commercial up to 1000 sq metres	300.00 *	315.00 *	5.0%
Commercial up to 2500 sq metres	500.00 *	525.00 *	5.0%
Commercial over 2500 sq metres	750.00 *	785.00 *	4.7%
Other (listed building, change of use, advertisements, agricultural and telecommunications)	150.00 *	156.00 *	4.0%
Meeting			
Commercial up to 250 sq metres	n/a	n/a	
Commercial up to 500 sq metres	300.00 *	315.00 *	5.0%
Commercial up to 1000 sq metres	400.00 *	420.00 *	5.0%
Commercial up to 2500 sq metres	600.00 *	630.00 *	5.0%
Commercial over 2500 sq metres	800.00 *	840.00 *	5.0%
Other (listed building, change of use, advertisements, agricultural and telecommunications)	300.00 *	315.00 *	5.0%
Duty Officer service	50.00 *	52.00 *	4.0%
No charge will be made for:			
- advice given during the process of a planning application			
- advice given to non- profit making organisations/ charities/ hospitals/ *statutory bodies (up to the point where professional agents are appointed)			
- advice on proposals relating to disabled living			
Parish councils will receive 50% off the fee			
* a statutory body is based on the definition set out in the General Development Order			
Charges for tree advice- for a site visit and written response			
Pre- application advice on works to trees (TPO and conservation area)			
First hour	75.00 *	79.00 *	5.3%
Per subsequent hours	50.00 *	52.00 *	4.0%
General tree advice			
First hour	75.00 *	79.00 *	5.3%
Per subsequent hours	50.00 *	52.00 *	4.0%
Tree survey on proposed development site			
Per hour	75.00 *	79.00 *	5.3%

*= includes VAT at 20%

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	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Conservation Area Character Appraisals			
Chilworth Character Appraisal	6.50	6.50	0.0%
Chilworth conservation area map boundary	6.50	6.50	0.0%
St Catherine's Conservation Area Character appraisal (new)	6.50	6.50	0.0%
Onslow Village Character Appraisal	6.50	6.50	0.0%
Shere Character Appraisal	6.50	6.50	0.0%
Shere Map	6.50	6.50	0.0%
Shere Conservation Area Character appraisal	12.00	12.00	0.0%
East Clandon Character Appraisal	6.50	6.50	0.0%
East Clandon Map	6.50	6.50	0.0%
Bridge Street Character Appraisal	6.50	6.50	0.0%
Bridge Street Map	6.50	6.50	0.0%
Charlottesville Warren Road Appraisal (Sections 1-4)	9.50	9.50	0.0%
Charlottesville Warren Road Maps 1-4	9.50	9.50	0.0%
Waterden Road Area Appraisal	14.00	14.00	0.0%
Pirbright Area Appraisal (full set of documents)	14.00	14.00	0.0%
Abbotswood Area Appraisal (full set of documents)	14.00	14.00	0.0%
Town Centre Conservation Area Appraisal	17.00	17.00	0.0%
Local Plan documents			
Community Involvement in Planning	8.50	8.50	0.0%
Infrastructure baseline - black and white	10.50	10.50	0.0%
Infrastructure baseline - colour	25.00	25.00	0.0%
Settlement hierarchy - colour only	23.00	23.00	0.0%
Settlement profiles - black and white	9.00	9.00	0.0%
Settlement profiles - colour	21.00	21.00	0.0%
Strategic Housing Land Availability Assessment (SHLAA) black and white	28.00	28.00	0.0%
Strategic Housing Land Availability Assessment (SHLAA) colour	73.00	73.00	0.0%
Traveller SHLAA	16.80	16.80	0.0%
Green Belt and Countryside Study - full set	335.00	335.00	0.0%
Green Belt and Countryside Study - volume I	28.00	28.00	0.0%
Green Belt and Countryside Study - volume II	65.00	65.00	0.0%
Green Belt and Countryside Study - volume II appendix III	124.00	124.00	0.0%
Green Belt and Countryside Study - volume III	56.00	56.00	0.0%
Green Belt and Countryside Study - volume III appendix VI	49.00	49.00	0.0%
Green Belt and Countryside Study - volume IV	44.00	44.00	0.0%
Green Belt and Countryside Study - volume V	125.00	125.00	0.0%
Green Belt and Countryside Study - volume VI	4.50	4.50	0.0%

*= includes VAT at 20%

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	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
The Green Belt and Countryside Study - full set is available in DVD for free			
Employment Land Needs Assessment	15.00	15.00	0.0%
Retail and Leisure Survey	40.00	40.00	0.0%
Strategic Housing Market Assessment (SHMA)	32.00	32.00	0.0%
Guildford Local Plan and Affordable Housing Viability Study	11.25	11.25	0.0%
Local Plan Strategy and Sites Issues and Options (October 2013)	54.00	54.00	0.0%
Traveller Accommodation Assessment (October 2013)	6.50	6.50	0.0%
Draft Local Plan (2014)	35.00	35.00	0.0%
Infrastructure and delivery topic paper	1.56	1.56	0.0%
Housing topic paper topic paper	2.43	2.43	0.0%
Environmental Sustainability and Climate Change Study	9.45	9.45	0.0%
Sustainability Appraisal and Non Technical Summary	23.40	23.40	0.0%
Sites of Nature Conservation Importance Surveys	4.65	4.65	0.0%
Guildford Renewable Energy Mapping Study	11.70	11.70	0.0%
Supplementary Planning Documents			
Sustainable Development and Construction 2005	8.50	8.50	0.0%
Vehicle Parking Standards 2006	8.50	8.50	0.0%
Planning Contributions 2011 (New)	8.50	8.50	0.0%
Bellerby Theatre and North Place Day Centre Planning Brief SPD2011	8.50	8.50	0.0%
Deepcut Planning guidance 2011	8.50	8.50	0.0%
Woodbridge Meadows 2008	8.50	8.50	0.0%
Supplementary Planning Guidance			
Residential Design Guide 2006, 2010 update	8.50	8.50	0.0%
Telecommunications 2004	5.00	5.00	0.0%
North St/Commercial Rd/Leapale Rd Design and Development Brief adopted as SPG 2003	5.00	5.00	0.0%
Residential Extensions 2003	5.00	5.00	0.0%
Street Cafes 1995	3.00	3.00	0.0%
Development Briefs and Other Strategies			
Thames Basin Heath Special Protection Area Avoidance Strategy (2010-14)	8.50	8.50	0.0%
Slyfield Industrial Estate 2004	5.00	5.00	0.0%
UniS Manor Park 2003	8.50	8.50	0.0%
Bedford Road 2000/2003	8.50	8.50	0.0%

*= includes VAT at 20%

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	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	%
	£	£	%
Landscape Character Assessments			
Townscape	31.00	31.00	0.0%
Rural urban fringe	30.00	30.00	0.0%
Rural	35.00	35.00	0.0%
Anticipated Local Plan documents- prices to be published in the committee report approving the document.			
Local Plan Consultation Document (2016)			
Local Plan Topic Papers (including housing, Green Belt, heritage, economy, environment, tourism)			
Local Plan Sustainability Appraisal and Habitats reg assessment			
Land Availability Assessment			
Green Infrastructure Study			
Traveller Accommodation Assessment Update			
Transport Assessment			
SANG Strategy			
Infrastructure Delivery Plan			
CIL			
Strategic Flood Risk Assessment			
Guildford Local Plan and Affordable Housing Viability Study (re-publication)			
Duty to Co-operate Paper			
Postage and packing			
Small documents	1.50 *	1.50 *	0.0%
Large documents	3.76 *	3.76 *	0.0%
Draft Local Plan- first class	15.85 *	15.85 *	0.0%
Draft Local Plan- second class	13.75 *	13.75 *	0.0%

The above Local Plan documents are available to download for free on our website

*= includes VAT at 20%

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	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	%
	£	£	%
Approved under Delegated Authority			
Land Charges Search Fees -(VAT introduced on 31st March 2017)			
Basic Fee- domestic	110.00	138.00 *	25.5%
LLC1 Only- domestic	25.00	30.00	20.0%
Con 29R Only- domestic	85.00	108.00 *	27.1%
Basic Fee- commercial		179.00 *	new fee
LLC1 Only- commercial		35.00	new fee
Con 29R Only- commercial		144.00 *	new fee
Con29 Additional Questions- Surrey County Council	14.00	16.80 *	20.0%
Con29 Additional Questions- Guildford Borough Council	11.00	12.00 *	9.1%
Assisted Personal Search	15.00	20.00	33.3%
Assisted Con29R Search (Per Question)	1.85	3.00 *	62.2%
Additional Parcels of Land	10.00	11.00 *	10.0%
Additional Questions	21.00	30.00 *	42.9%
Farmers Market			
Stall Charge (per market, per linear metre of frontage)	8.93	8.93	0.0%
Fee Supplement	3.50	3.50	0.0%
Car Parking	9.00 *	9.00 *	0.0%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Development Directorate

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Approved under Delegated Authority			
Standard charges: Charges apply for a calendar year and are increased on the 1st January 2017			
Poster Boards			
All poster boards are A4 sheet poster size			
- Rental per space - Rental per week	22.80 *	12.00 *	-47.4%
Banner Boards			
- Rental per space - Rental per week			
Large 9ft banners	63.60 *	68.40 *	7.5%
A0 & A1- category A (<u>all except</u> Nightingale Rd, Shalford Park (wall mounted), Bedford Rd 1-6)	56.40 *	60.00 *	6.4%
A0 & A1- category B (Nightingale Rd, Shalford Park (wall mounted), Bedford Rd 1-6)	n/a	48.00 *	n/a
A2 & A3	24.00 *	24.00 *	0.0%
Concessionary charges: Charges apply for a calendar year and are increased on the 1st January 2017			
Poster Boards			
All poster boards are A4 sheet poster size			
- Rental per space - Rental per week	17.40 *	9.60 *	-44.8%
Banner Boards			
- Rental per space - Rental per week			
Large 9ft banners	51.00 *	55.20 *	8.2%
A0 & A1- category A (<u>all except</u> Nightingale Rd, Shalford Park (wall mounted), Bedford Rd 1-6)	42.72 *	45.60 *	6.7%
A0 & A1- category B (Nightingale Rd, Shalford Park (wall mounted), Bedford Rd 1-6)	n/a	38.40 *	n/a
A2 & A3	18.60 *	19.20 *	3.2%
High Street Banner			
- Rental per space - Rental per week	360.00 *	378.00 *	5.0%
- Rental per space - Rental subsequent weeks (maximum rental 3 weeks)	120.00 *	138.00 *	15.0%
High Hedges	500.00	550.00	10.0%

*= includes VAT at 20%

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
To be approved by Council			
Off Street Car Park Charges			
Contract Car Parking			
Main car parks - Monday to Friday only - Per year	2,337.67 *	2,407.80 *	3.0%
Main car parks - Saturday only - Per year	467.65 *	481.68 *	3.0%
Main car parks - Monday to Saturday only - Per year	2,805.03 *	2,889.18 *	3.0%
Stoke Fields, Stoke Road, and Eagle Road car parks - Resident rate - Per year	561.69 *	578.54 *	3.0%
Season Ticket Parking			
Farnham Road and York Road car parks - Monday to Friday only - Per year	1,851.92 *	1,907.48 *	3.0%
Farnham Road and York Road car parks - Monday to Saturday only - Per year	2,222.28 *	2,288.95 *	3.0%
Bedford Road car park - Monday to Friday only - Per year	2,083.75 *	2,146.26 *	3.0%
Guildford Park car park - Monday to Friday only - Per year	1,000.00 *	1,000.00 *	0.0%
Garages			
Gardner Road, Stoke Fields, Bedford Sheds - Residents only - Per year	693.10 *	713.89 *	3.0%
Gardner Road, Stoke Fields, Bedford Sheds - Non-residents - Per year	1,164.61 *	1,199.55 *	3.0%
Bedford Road Sheds - Non-resident - Per year	1,668.60 *	1,718.66 *	3.0%
Penalty Fee Notice			
Pay and display space	25.00	25.00	0.0%
Permit space	35.00	35.00	0.0%

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
On Street Car Park Charges			
Parking Meter Charges			
Town centre - charge per 30 minutes	0.80	0.80	0.0%
Other on-street parking bays	0.60	0.60	0.0%
Resident Permit			
First permit - per year	50.00	50.00	0.0%
Second permit - per year	80.00	80.00	0.0%
Vehicles under 1200cc or powered by an alternative fuel source are entitled to a 20% discount			
Visitor Permit			
Per permit	2.00	2.00	0.0%
Business Permit			
First permit - per year	40.00	40.00	0.0%
Second permit - per year	80.00	80.00	0.0%
Vehicles under 1200cc or powered by an alternative fuel source are entitled to a 20% discount			
Carers Permit			
Per permit - Per year	5.00	5.00	0.0%
Penalty Fee Notice			
Pay and display space	25.00	25.00	0.0%
Permit space	35.00	35.00	0.0%
Markets			
North Street - Market Stall per day per metre, stall frontage	14.50	14.94	3.0%

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Weighbridge			
Tolls per weigh	9.20 *	9.50 *	3.3%
Tolls per double weigh	14.00 *	14.50 *	3.6%
Refuse Collection Service			
Special Collection of Household Refuse	Price on application	Price on application	
For a single item	Price on application	Price on application	
For 2 to 5 items	Price on application	Price on application	
For the collection of large quantities with charges being assessed by a Council Inspector			
Domestic Waste per hour or part thereof (Minimum charge 1 hour)	Price on application	Price on application	
Commercial Waste per hour or part thereof (Minimum 2 hours)	Price on application	Price on application	
Stray Dogs			
A £25.00 statutory fee is included within the charge.			
1st day or part of day	62.00	64.00	3.2%
2nd day or part of day	77.50	80.00	3.2%
3rd day or part of day	93.00	96.00	3.2%
4th day or part of day	108.50	112.00	3.2%
5th day or part of day	124.00	128.00	3.2%
6th day or part of day	138.50	144.00	4.0%
7th day or part of day	155.00	160.00	3.2%
Leash Pods	10.00 *	10.00 *	0.0%
Dog Fouling			
Fixed Penalty Charge	50.00	50.00	0.0%
Microchipping of Dogs (England) Regulations 2015			
Microchipping of dog - seizure of dog, microchipping by vet and return to owner	-	61.00	New charge

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Approved under Delegated Authority			
Cleansing			
Provision of bins to housing developments & redevelopments			
Initial supply and delivery of one refuse and one recycling standard 140ltr, 240ltr or 360ltr bins to new or refurbished properties	-	60.00	New charge
Initial supply and delivery of 770ltr bins to new properties	-	272.60	New charge
Initial supply and delivery of 1100ltr bins to new properties	-	271.36	New charge
<i>Charges for 770ltr and 1100ltr bins are subject to change to reflect the cost to the Council of purchasing the bins from our supplier.</i>			
Recycling - Green Waste Bins			
Per Bin	32.00	32.00	0.0%
Replacement Bin	30.00	30.00	0.0%
1 Set of 4 - 60 litre sacks	32.00	32.00	0.0%
Refuse			
Replacement Bin	30.00	30.00	0.0%
Black Sacks quantity 26	3.00 *	3.00 *	0.0%
Miscellaneous for Small Businesses			
Sharps collection - service agreement for 6 months delivery and removal of 25 x 7cl Sharps boxes on monthly collection.	Price on application	Price on application	
Abandoned Vehicles			
Recovery and Release of vehicle	105.00	105.00	0.0%
Daily Charge (Monday to Friday)	12.00	12.00	0.0%
Green Cones	5.35 *	No longer available *	
Green Cone Powder	2.20 *	2.20 *	0.0%
Food Waste Liners (52 per pack)	3.99 *	No longer available	
Approved by Government			
Public			
MOT	54.80	54.80	0.0%
Re-test within 24 hours on minor items	Free of charge	Free of charge	
Re-test within 10 days	27.40	27.40	0.0%
Thereafter full cost			
Taxi			
Vehicle Inspection Fee	57.00	57.00	0.0%
MOT carried out as part of the Taxi Inspection (to be booked at the same time)	27.40	27.40	0.0%
For a full list of charges please contact the MOT bay			

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Environmental Directorate 2

	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	
	£	£	%
To be approved by Council			
Parks and Open Spaces			
Tennis-Stoke Park and Sutherland Memorial Park			
Adult / concession price, per court, per hour	6.50 *	6.70 *	3.1%
Junior (under 16) price, per court, per hour	5.50 *	5.70 *	3.6%
Coaching	6.50 *	6.70 *	3.1%
Burpham Tennis Club	5.50 *	5.70 *	3.6%
Crazy Golf - Stoke Park			
Adults	4.50 *	4.50 *	0.0%
Children	3.00 *	3.00 *	0.0%
Family Ticket (2 adults and 3 under 16's)	12.00 *	12.00 *	0.0%
Cricket: All sites			
Evening 17:00 hrs onwards - Adults	93.50 *	96.00 *	2.7%
Full Day - Adults (22 yrs)	130.00 *	134.00 *	3.1%
Standard Pitch - Under 18's	41.50 *	42.50 *	2.4%
Small Pitch - Junior teams under 15's	31.00 *	32.00 *	3.2%
Football - All sites			
Grass football pitch 3 hours - U18's 11-a-side football	45.00 *	46.50 *	3.3%
Grass football pitch 3 hours - Adult 11-a-side football	81.00 *	83.50 *	3.1%
Grass football pitch 90 minutes - 9v9 football	30.00 *	31.00 *	3.3%
Grass football pitch 90 minutes - 7v7 football	28.50 *	30.00 *	5.3%
Grass football pitch 90 minutes - 5v5 football	27.00 *	28.00 *	3.7%
Rugby:			
Rugby pitch 2 hours - U18's rugby	45.00 *	46.50 *	3.3%
Rugby pitch 2 hours - Adult rugby	81.00 *	83.00 *	2.5%
Rugby training (no pitch use) 2 hours - Rugby training area	27.00 *	28.00 *	3.7%
Touch rugby 2 hours - U18's touch rugby	-	46.50 *	New charge
Netball - Stoke Park (All)	32.00 *	33.00 *	3.1%
Softball/Rounders - (All)	39.00 *	40.00 *	2.6%
Badminton - Stoke Park	2.00	2.00 *	0.0%

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Environmental Directorate 2

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Lacrosse:			
Stoke Park - Adults	81.00 *	83.00 *	2.5%
Stoke Park - School usage and youth (Under 18's)	45.00 *	46.50 *	3.3%
Table Tennis	2.00 *	2.00 *	0.0%
Frisbee pitch 2 hours (All)	31.00 *	32.00 *	3.2%
Event all Sites			
Price on application (minimum charge £50 per day)	Price on application	Price on application	
Community events receive a 50% discount			
Charity and 100% fundraising events receive a 60% discount			
Circuses and Fun Fairs			
Per day on site including set up/dismantle (Shalford Common only)	Price on application	Price on application	
Per day on site (all other sites) if onsite longer than 6 days receive a 5% discount			
Set up/dismantle fee per day			
Filming all Sites: -			
Per Event - Per Day on Site (Negotiable) Minimum £50 - Maximum £1,000 per day	Price on application	Price on application	
Fitness Sessions			
	Price on application	Price on application	
Forest school use of site - per child per visit		2.00	New charge
Car Parking Only All Sites:			
Per Day on Site (not in conjunction with event hire)	Price on application	Price on application	
Commemorative Benches (All sites)			
	Price on application	Price on application	
Shalford Park:			
Camping and Caravanning (Club Use) - per unit per night	8.00 *	8.50 *	6.3%
Chantries Camp Site: per person per day/night	3.50 *	4.50 *	28.6%
Sutherland Memorial Park			
Astro Pitch 5-a-side			
All - per court per hour before 4pm (Weekdays and weekend)	10.00 *	10.50 *	5.0%
5-a-side Football per court per hour including floodlights - Adults	46.00 *	47.50 *	3.3%
5-a-side Football per court per hour including floodlights - Youth (Under 18's)	23.00 *	24.00 *	4.3%

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Environmental Directorate 2

	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	%
	£	£	%
Kings College School			
Astro Pitch			
Full Pitch Football per hour - Adults	75.00 *	No longer available	
Full Pitch Hockey per game - Adults	75.00 *	No longer available	
Full Pitch per hour - School usage and youth (Under 18's)	37.50 *	No longer available	
5-a-side Football per court per hour including floodlights- Adults	37.50 *	No longer available	
5-a-side Football per court per hour including floodlights - Youth (Under 18's)	23.00 *	No longer available	
5-a-side Football per court per hour including floodlights - Coaching	37.50 *	No longer available	
Balloon Flights			
Seasonal annual agreement paid in advance for take off rights per site	590.00	605.00	2.5%
Burchatts Farm Barn			
Weekday and weekend hire groups over 20 people			
Half day - 4 hrs (between 9am and 5pm)	260.00	No longer available	
Full day - 8 hrs (between 9am and 5pm)	400.00	No longer available	
Evening hire (between 5pm to 9.30pm)	275.00	No longer available	
Day and Evening hire (between 9am and 9.30pm)	650.00	No longer available	
Block bookings on consecutive days	price on application		
Hourly Rate		57.00	New charge
Meeting Bookings per Hour			
Up to twenty people per hour	40.00	40.00	0.0%
** GBC Departments 25% discount on published hourly rate			
***Note no staff discount for private hire			
Greenark			
Commercial - Each hour or part	22.50	23.00	2.2%
Community - Each hour or part	19.00	19.50	2.6%

*= includes VAT at 20%

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Environmental Directorate 2

	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	
	£	£	%
Approved under Delegated Authority			
Guildford Crematorium			
Cremations Fees			
For the cremation of a child whose age at death did not exceed 16 years (incl medical referee fees)	45.00	46.00	2.2%
For the cremation of a person whose age at the time of death exceeded 16 years (incl medical referee fees)	785.00	810.00	3.2%
Saturday cremation (09:00 am - 12 noon)	1,030.00	1,060.00	2.9%
Cancellation of diary booking with less than 48 hours notice and late delivery of papers	105.00	125.00	19.0%
Service of double or additional length; per 45 minutes additional fee of:	195.00	205.00	5.1%
Service which exceeds the allocated timeslot of 30 minutes	205.00	250.00	22.0%
Cremation of a child on a Saturday (9am - 12 noon)	135.00	140.00	3.7%
Cremation of Non Viable Foetus (NVF) (up to 24 weeks gestation)	20.00	21.00	5.0%
Fee for exhuming ashes if not for re-interment within the grounds	100.00	105.00	5.0%
NOTE: The cremation fee includes: The use of the organ and the provision of a plastic urn if required or interment in the grounds. Use of Chapel - service time of 30 minutes, waiting room, etc. and all attendances after coffin is placed on catafalque by funeral director. Use of Wesley music system not including CD/DVD copies or visual tribute Disposal of ashes in Garden of Remembrance Certificate of cremation for burial of ashes elsewhere.			
Wesley Music			
Audio recording of funeral service - 1st copy	39.00 *	40.00	2.6%
Audio recording of funeral service - additional copies	15.50 *	16.00	3.2%
DVD recording of funeral service - 1st copy	46.00 *	48.00	4.3%
DVD recording of funeral service - additional copies	18.50 *	19.00	2.7%
Wesley Tributes			
Wesley Visual Tribute (up to 30 images)	57.00	65.00	14.0%
Wesley Visual Tribute; per image after 30 images	1.50	1.55	3.3%
DVD copy of funeral service incorporating visual tribute	57.00	60.00	5.3%
Urns and Containers			
Bronze Adel Urns	50.00 *	50.00	0.0%
Plastic Travel Polytainer	22.00 *	23.00	4.5%
Wooden Casket	65.00 *	67.00	3.1%
Decorative Urns	110.00 *	115.00	4.5%

*= includes VAT at 20%

	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	
	£	£	%
Decorative keepsake urns	35.00 *	36.00	2.9%
Scatter tubes	40.00 *	42.00	5.0%
Child Scatter tubes	15.00 *	15.00	0.0%
Deposit of Ashes			
For the scattering of ashes in the Garden of Remembrance when cremation has taken place elsewhere	90.00	95.00	5.6%
Split of ashes to include 2x cremation certificate and 2x polytainers for separate scattering elsewhere.	40.00	45.00	12.5%
Memorials and Inscriptions			
Entries in the Book of Remembrance			
2 line entry	90.00 *	95.00 *	5.6%
5 line entry	120.00 *	125.00 *	4.2%
5 line entry with motif	190.00 *	197.00 *	3.7%
8 line entry	150.00 *	155.00 *	3.3%
8 line entry with motif	220.00 *	227.00 *	3.2%
Motif	70.00 *	73.00 *	4.3%
Additional Lines	15.00 *	16.00 *	6.7%
Replicas of entries in Book of Remembrance Memorial Cards			
2 line entry	35.00 *	37.00 *	5.7%
5 line entry	55.00 *	57.00 *	3.6%
5 line entry with motif	125.00 *	130.00 *	4.0%
8 line entry	70.00 *	72.00 *	2.9%
8 line entry with motif	140.00 *	145.00 *	3.6%
Motif	70.00 *	73.00 *	4.3%
Additional Lines	15.00 *	16.00 *	6.7%
Miniature Books of Remembrance			
2 line entry	80.00 *	83.00 *	3.8%
5 line entry	110.00 *	115.00 *	4.5%
5 line entry with motif	180.00 *	188.00 *	4.4%
8 line entry	125.00 *	130.00 *	4.0%
8 line entry with motif	195.00 *	203.00 *	4.1%
Motif	70.00 *	73.00 *	4.3%
Additional Lines	15.00 *	16.00 *	6.7%
Adoption of Rose Trees (including nameplate)			
Standard Roses (5 years) with aluminium plaque	450.00 *	510.00 *	13.3%
Renewals after initial period:			
(a) 5 years	280.00 *	295.00 *	5.4%
(b) 1 year	90.00 *	95.00 *	5.6%

*= includes VAT at 20%

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Trees (5 years) with aluminium plaque	695.00 *	750.00 *	7.9%
Renewals after initial period:			
(a) 5 years	480.00 *	510.00 *	6.3%
(b) 1 year	135.00 *	140.00 *	3.7%
Plaques			
Aluminium Plaque with existing memorial	95.00 *	100.00	5.3%
Granite Plaque (6 x 4) with existing memorial	240.00 *	250.00	4.2%
Granite Plaque (7 x 5) with existing memorial	295.00 *	305.00	3.4%
Additional artwork on granite plaque	Price on application	Price on application	
Additional artwork on an aluminium plaque			
Replacement plaque with existing memorial	62.00 *	65.00	4.8%
Double plaque with existing memorial	77.00 *	80.00	3.9%
Photo plaque on granite plaque	Price on application	Price on application	
Wall Plaques (for 5 years)	230.00 *	237.00	3.0%
Wall plaque with design for 5 years	Price on application	Price on application	
Double plaque for 5 years	460.00 *	474.00	3.0%
Double plaque for 5 years with design	Price on application	Price on application	
Replacement Wall Plaque	110.00 *	115.00	4.5%
Renewals after initial period:			
(a) 5 years	190.00 *	195.00	2.6%
(b) 1 year	65.00 *	67.00	3.1%
Seats			
Seats wooden 5 feet length (for a period of 10 years)	1,800.00 *	1,855.00	3.1%
Seats Granite Columbaria (for a period of 10 years)	1,500.00 *	1,545.00	3.0%
Replacement or additional seat plaque 6" x 2"	70.00 *	80.00	14.3%
Photo plaque on a granite seat plaque	Price on application	Price on application	
Non standard motif on a granite seat plaque	Price on application	Price on application	
Standard motif on a granite seat plaque	Price on application	Price on application	
Restraining Charge	15.00 *	15.60	4.0%
Wall Tablets			
Renewal of wall tablet for 5 years	200.00 *	210.00	5.0%
additional artwork on wall tablet	Price on application	Price on application	
Photo plaque on wall tablet	Price on application	Price on application	
Replacement wall tablet	Price on application	Price on application	
Replacement tablet	295.00 *	305.00	3.4%

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Memorial Vault - Sanctum including wooden casket			
(a) 10 year adoption	1,250.00 *	1,300.00	4.0%
(b) 20 year adoption	1,800.00 *	1,855.00	3.1%
(c) 30 year adoption	2,400.00 *	2,475.00	3.1%
(d) 40 year adoption	3,000.00 *	3,090.00	3.0%
(e) 50 year adoption	3,600.00 *	3,700.00	2.8%
Per Letter after first 80 letters	3.00 *	3.10	3.3%
Standard motif	200.00 *	205.00	2.5%
Non standard motif	Price on application	Price on application	
Photo plaque	120.00 *	125.00	4.2%
Replacement Vault Tablet - Sanctum 2	340.00 *	350.00	2.9%
Sanctum Replacement Vault Tablet (up to 80 letters) Sanctum 2000	340.00 *	350.00	2.9%
Memorial Vault - Renewal 5 years	315.00 *	325.00	3.2%
Memorial Vault - Renewal 10 years	625.00 *	645.00	3.2%
Memorial Vault - Renewal 20 years	1,250.00 *	1,290.00	3.2%
Vase Blocks - 10 years			
Standard motif on a vase block	570.00 *	590.00	3.5%
Non standard motif on a vase block	200.00 *	205.00	2.5%
Photo plaque on a vase block	Price on application	Price on application	
Renewal of Vase Block for 5 years	85.00 *	88.00	3.5%
Replacement of Vase in memorial vaults	260.00 *	270.00	3.8%
Replacement of Vase in vase blocks	15.00	15.50	3.3%
Replacement vase for vaseblock vault	15.00 *	15.50	3.3%
Sundials			
Sundial Tablets Older style- Lower Tablet (when available)	585.00 *	605.00	3.4%
Sundial Tablets Older style- Middle Tablet (when available)	545.00 *	565.00	3.7%
Sundial Tablets Older style- Top Tablet (when available)	505.00 *	520.00	3.0%
Renewal of a Sundial Tablets Older style- Lower Tablet - 5 years	270.00 *	280.00	3.7%
Renewal of a Sundial Tablets Older style- Middle Tablet - 5 years	270.00 *	280.00	3.7%
Renewal of a Sundial Tablets Older style- Top Tablet - 5 years	270.00 *	280.00	3.7%
Replacement sundial tablet	225.00 *	235.00	4.4%
New Sundial Tablet first row for a period of 10 years	495.00 *	520.00	5.1%
New Sundial Tablet second row for a period of 10 years	510.00 *	535.00	4.9%
New Sundial Tablet third row for a period of 10 years	545.00 *	565.00	3.7%
New Sundial Tablet forth row for a period of 10 years	565.00 *	580.00	2.7%
New Sundial Tablet fifth row for a period of 10 years	585.00 *	610.00	4.3%
Standard motif on a sundial tablet	195.00 *	205.00	5.1%
Photo plaque on a sundial tablet	Price on application	Price on application	
Photo plaque under Sundial Tablets for 10 years - Newer style	Price on application	Price on application	
Non standard motif on a sundial tablet	Price on application	Price on application	

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 2

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Children's Memorial Garden			
Rockery Boulder for 5 years	210.00 *	215.00	2.4%
Memorial mushroom plaque for 5 years	260.00 *	265.00	1.9%
Private gardens	825.00 *	840.00	1.8%
Use of Chapel for Memorial Service (no cremation)	490.00	510.00	4.1%
Reproduction of cremation certificate	22.00	22.00	0.0%
Assistance with bearing of a coffin into the chapel	30.00	31.00	3.3%
Cemeteries			
Guildford, Stoke New and Old Cemeteries - Interments			
For the interment in a grave in respect of which an exclusive right of burial has not been granted:-			
Unpurchased grave for a child	75.00	77.00	2.7%
Unpurchased grave for an adult	495.00	507.00	2.4%
Resident			
For the interment in a grave which has already been purchased - the body of a person exceeding 16 years			
To a single depth (5ft)	765.00	790.00	3.3%
To a double depth (7ft)	825.00	850.00	3.0%
Interment of cremated remains in a grave	350.00	360.00	2.9%
Interment of cremated remains in cremated remains plots at Stoke Cemetery	435.00	435.00	0.0%
For the interment in a grave which has already been purchased - the body of a child not exceeding 16 years			
To a single depth (5ft)	355.00	370.00	4.2%
To a double depth (7ft)	390.00	405.00	3.8%
Interment of cremated remains in a grave	125.00	135.00	8.0%
Interment of cremated remains in cremated remains plots at Stoke Cemetery	435.00	435.00	0.0%
Cremated Remains plot (includes exclusive right of burial, interment and casket - Single 10 years)	1,575.00	Not available	
Cremated Remains plot (includes exclusive right of burial, interment and casket - Double - 10 years)	2,450.00	Not available	
The fee for interment apply only between the hours of 10am and 3pm on a weekday. Should the interment take place outside the stipulated times than an additional fee is payable of.	370.00	395.00	6.8%
Exclusive Rights of Burial in Earthen Graves:			
Traditional and Lawn Section			
In an earthen grave 7ft 6 ins x 3ft 6 ins	1,725.00	1,785.00	3.5%
In an earthen grave 6ft x 3ft - Children's section	805.00	830.00	3.1%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 2

	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	
	£	£	%
Extension of Exclusive Right of Burial for additional five years	295.00	305.00	3.4%
Garden of Remembrance (Cremated remains)	525.00	545.00	3.8%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.			
Memorials			
Permit to erect a memorial	150.00	160.00	6.7%
Additional inscription on an existing memorial	100.00	105.00	5.0%
Permit to erect a vase with inscription	100.00	105.00	5.0%
Permit to erect a vase without inscription	Free of charge	Free of charge	
Memorial Vault - Sanctum			
(a) 10 year adoption	1,250.00 *	1,300.00	4.0%
(b) 20 year adoption	1,800.00 *	1,855.00	3.1%
(c) 30 year adoption	2,400.00 *	2,475.00	3.1%
(d) 40 year adoption	3,000.00 *	3,090.00	3.0%
(e) 50 year adoption	3,600.00 *	3,700.00	2.8%
Per Letter after first 80 letters	3.00 *	3.10	3.3%
Standard motif	195.00 *	205.00	5.1%
Non standard motif	Price on application	Price on application	
Photo plaque	120.00 *	125.00	4.2%
Sanctum Replacement Vault Tablet (up to 80 letters) Sanctum 2000	340.00 *	350.00	2.9%
Memorial Vault - Renewal 5 years	315.00 *	325.00	3.2%
Memorial Vault - Renewal 10 years	625.00 *	645.00	3.2%
Memorial Vault - Renewal 20 years	1,250.00 *	1,290.00	3.2%
Miscellaneous Charges			
Exhumation of a coffin or ashes casket: Fees to be assessed by the Registrar:	Price on application	Price on application	
Certified Copy of title deed of burial	22.00	22.00	0.0%
Transfer of grant of right of burial	35.00	50.00	42.9%
Cemeteries - Non Residents of Guildford Borough Fees			
Guildford, Stoke New and Old Cemeteries - Interments			
For the interment in a grave in respect of which an exclusive right of burial has not been granted:-			
Unpurchased grave for a child	70.00	77.00	10.0%
Unpurchased grave for an adult	495.00	507.00	2.4%
For the interment in a grave in which a grave has already been purchased the body of a person exceeding 16 years			
To a single depth (5ft)	1,530.00	1,580.00	3.3%
To a double depth (7ft)	1,650.00	1,700.00	3.0%
Interment of cremated remains in a grave	700.00	720.00	2.9%
Interment of cremated remains in the Garden of Remembrance	870.00	870.00	0.0%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 2

	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	
	£	£	%
For the interment in a grave which has already been purchased - the body of a child not exceeding 16 years			
To a single depth (5ft)	355.00	370.00	4.2%
To a double depth (7ft)	390.00	405.00	3.8%
Interment of cremated remains in a grave	125.00	135.00	8.0%
Interment of cremated remains in the Garden of Remembrance	435.00	435.00	0.0%
Cremated Remains plot (includes exclusive right of burial, interment and casket - Single 10 years)	3,150.00	Not available	
Cremated Remains plot (includes exclusive right of burial, interment and casket - Double - 10 years)	4,900.00	Not available	
The fee for interment apply only between the hours of 10am and 3pm on a weekday. Should the interment take place outside the stipulated times than an additional fee is payable of.	370.00	395.00	6.8%
Exclusive Rights of Burial in Earthen Graves:			
Traditional and Lawn Section			
In an earthen grave 7ft 6 ins x 3ft 6 ins	3,450.00	3,570.00	3.5%
In an earthen grave 6ft x 3ft - Children's section	1,610.00	1,660.00	3.1%
Extension of Exclusive Right of Burial for additional five years	590.00	610.00	3.4%
Garden of Remembrance (Cremated remains)	1,050.00	1,090.00	3.8%
The fees indicated for the various heads of this section include the Deed of Grant and all the expenses thereof for a period of 30 years.			
Miscellaneous Charges			
Exhumation of a coffin or ashes casket: Fees to be assessed by the Registrar:	Price on application	Price on application	
Certified Copy of title deed of burial	22.00	22.00	0.0%
Transfer of grant of right of burial	35.00	50.00	42.9%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 3

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Guildford Spectrum - To be approved by Council			
Standard Social Charges			
Concessionary Charges - the rates shown below relate to the following groups:-			
Senior Citizens			
Benefit Recipients			
Unemployed			
Students			
Disabled			
Main Pool			
Adult swim (16 years of age and over) - Peak	4.40 *	4.50 *	2.3%
Adult swim (16 years of age and over) - Off Peak	4.10 *	4.20 *	2.4%
Junior, concessions	3.10 *	3.20 *	3.2%
Showers			
Shower (senior citizen)	2.10 *	2.10 *	0.0%
Block bookings of the Pool and Sports Hall			
Per hour			
Schools - Main Pool - per person	2.40 *	2.50 *	4.2%
Special Activities			
Badminton Court per hour - super saver	7.00 *	7.10 *	1.4%
Group Games per hour - super saver	34.70 *	35.00 *	0.9%
Squash/Racquetball, per half hour - super saver	5.00 *	5.05 *	1.0%
Table Tennis	5.00 *	5.10 *	2.0%
Off Peak Charges - Concessions			
Competition Pool	3.10 *	3.20 *	3.2%
Leisure Pool	4.25 *	4.45 *	4.7%
Ice Rink	4.20 *	4.30 *	2.4%
Ten Pin (single game) - now includes shoe hire	5.10 *	5.20 *	2.0%
Health Suite: relaxation area	4.00 *	4.20 *	5.0%
Fitness Area	4.30 *	4.50 *	4.7%
Athletics	3.40 *	3.50 *	2.9%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 3

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Guildford Lido - To be approved by Council			
Standard			
Adult	6.20 *	6.30 *	1.6%
Junior	4.80 *	4.90 *	2.1%
Concessions	4.80 *	4.90 *	2.1%
Family	19.50 *	19.80 *	1.5%
Off Peak			
Adult	5.00 *	5.00 *	0.0%
Junior	3.70 *	3.80 *	2.7%
Concessions	3.60 *	3.80 *	5.6%
Family	15.00 *	15.30 *	2.0%
Season Tickets			
Adult	135.00 *	140.00 *	3.7%
Junior	99.00 *	99.00 *	0.0%
Student	99.00 *	99.00 *	0.0%
Senior citizen	75.00 *	80.00 *	6.7%
Concessionary Groups - All Times The concessionary rate applies to admission for groups from registered charities, schools and non profit organisations. These only apply if the booking was made in advance.	3.60 *	3.80 *	5.6%
Deck Chair Hire	1.50 *	1.50 *	0.0%
Crazy Golf	1.00 *	1.00 *	0.0%
Gym			
<i>Pay as You Train - Peak</i>			
Adult Fitness Session	6.50 *	6.50 *	0.0%
Student/Senior/Concessionary Fitness Session	4.50 *	4.50 *	0.0%
Enhanced Induction Course	29.50	29.50	0.0%
Fast Track/Concessionary Induction	17.50	17.50	0.0%
<i>Pay as You Train - Off Peak</i>			
Adult Fitness Session	5.30 *	5.30 *	0.0%
Student/Senior/Concessionary Fitness Session	3.30 *	3.30 *	0.0%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 3

	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	
	£	£	%
Enhanced Induction Course	29.50	29.50	0.0%
Fast Track/Concessionary Induction	17.50	17.50	0.0%
Membership			
Annual Membership - Concessions	308.00 *	308.00 *	0.0%
Monthly Membership - Concessions	27.70 *	27.70 *	0.0%
Ash Manor Sports Centre - To be approved by Council			
Main Sports Hall			
Badminton per hour - peak	9.40 *	9.50 *	1.1%
Badminton per hour - off-peak	7.40 *	7.50 *	1.4%
Group Games per hour - peak	42.50 *	43.00 *	1.2%
Group Games per hour - off-peak	35.50 *	36.00 *	1.4%
Fitness & Group Exercise Classes (min price)	5.10 *	5.20 *	2.0%
Badminton - Junior	3.50 *	3.50 *	0.0%
Gymnasium			
Group Games per hour - peak	27.00 *	27.00 *	0.0%
Group Games per hour - off-peak	19.20 *	19.50 *	1.6%
Table tennis - per hour - peak and off peak	4.50 *	5.00 *	11.1%
Equipment Hire - Adults only (£10.00 deposit)			
Badminton Racquet/Table Tennis bat	2.50 *	2.50 *	0.0%
Football	4.00 *	4.00 *	0.0%
Outside Court (Playground) - per hour			
With floodlights	18.50 *	19.50 *	5.4%
Without floodlights	11.40 *	11.50 *	0.9%
Artificial Pitch			
1 hour without lights	66.00 *	67.00 *	1.5%
1 hour with lights	88.00 *	89.00 *	1.1%
2 hours without lights	132.00 *	134.00 *	1.5%
2 hours with lights	176.00 *	178.00 *	1.1%
1/4 with lights, per hour	34.50 *	35.00 *	1.4%
1/4 without lights, per hour	27.50 *	27.50 *	0.0%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 3

	2016-17	2017-18	Increase
	From 1 April 2016	From 1 April 2017	
	£	£	%
Health & Fitness			
Annual Membership - Junior	176.00 *	187.00 *	6.3%
Annual Membership - Concessions	242.00 *	253.00 *	4.5%
Monthly Membership - Junior	16.00 *	17.00 *	6.3%
Monthly Membership - Concessions	22.00 *	23.00 *	4.5%
Pay as you Train - Peak			
Adult Fitness Session	6.10 *	6.20 *	1.6%
Student/Senior/Concessionary Fitness Session	6.10 *	6.20 *	1.6%
Enhanced Induction Course	28.00	28.00	0.0%
Concessionary Induction	17.00	17.00	0.0%
Pay as you Train - Off Peak			
Off Peak Fitness Sessions - Adult	5.40 *	5.50 *	1.9%
Off Peak Fitness Sessions - Junior & Concessions	3.90 *	4.00 *	2.6%
Enhanced Induction Course	28.00	28.00	0.0%
Induction - Juniors & Concessions	17.00	17.00	0.0%
GP Referral			
Off Peak	3.50 *	3.50 *	0.0%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 4

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
To be approved by Council			
Education Sessions, 39.5 Castle Street			
Cost per child ¹			
Victorian schoolroom	6.70	6.70	0.0%
Victorian playroom	6.40	6.40	0.0%
¹ A minimum charge equivalent to 25 child places is payable for all bookings			
Adult education, History of Guildford class			
Charge for two term programme		110.00	New charge
Exhibition Space Hire, Heritage Buildings			
Guildford House			
Brew House - one week hire	165.00	165.00	0.0%
Main House - three week hire	370.00	370.00	0.0%
Main House - First Floor: Pine Room, Study, Landing, Powell Room - three week hire	835.00	835.00	0.0%
Main House exhibitions are open to the public for a minimum of three weeks, with the first and last day of the exhibition normally being on a Saturday.			
Private View of Exhibitions			
Main House, Daytime 12.00pm - 2.00pm	200.00	200.00	0.0%
Main House, Evening 7.00pm - 9.00pm	320.00	320.00	0.0%
Brew House, Saturdays 12.00pm - 2.00pm	80.00	80.00	0.0%
Private views are normally held on the Friday prior to the Saturday opening, although this is negotiable. These prices include a service charge for the use of the Gallery which includes the cost of staffing for Guildford House and staff to serve drinks.			
Venue Hire, Heritage Buildings			
The Brew House, Guildford House			
These rates include use of VCR, OHP, slide projector, etc.			
Weekdays and Saturdays			
Half Day, 9.00am -12.00pm or 1.00pm - 4.00pm	100.00	110.00	10.0%
Full Day, 9.00am - 4.00pm	180.00	200.00	11.1%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 4

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
Guildford Castle			
<u>Day Hire</u>			
(a) Weekdays			
Half day, 9.00am - 1.00pm or 1.00pm - 5.00pm	200.00	210.00	5.0%
Full day, 9.00am - 5.00pm	360.00	380.00	5.6%
Evenings, 5.00pm - 9.30pm	400.00	400.00	0.0%
Available October - March			
(b) Weekends			
Saturday or Sunday, 9am - 1pm or 1pm - 5pm		220.00	New charge
Saturday or Sunday, 9am - 5pm	420.00	430.00	2.4%
Evenings, 5.00pm - 9.30pm	420.00	430.00	2.4%
Available November - March			
Guildford Museum			
<u>Daily rates (Museum Classroom)</u>			
Half Day 9.00am -12.00pm or 1.00pm - 4.00pm	50.00	50.00	0.0%
Full day 9.00am - 4.00pm	90.00	90.00	0.0%
Guildhall			
<u>Guildhall whole building</u>			
(a) Weekdays			
Morning, 9.00am - 1.00pm	300.00	310.00	3.3%
Afternoon, 1.00pm - 5.00pm	300.00	310.00	3.3%
Whole Day, 9.00am - 5.00pm	495.00	510.00	3.0%
Evening, 5.00pm - 9.30 pm	395.00	410.00	3.8%
(b) Weekends			
Saturday 9.00am - 5.00pm	550.00	570.00	3.6%
Saturday 5.00pm - 12.00am	550.00	570.00	3.6%
Sunday 9.00am - 5.00pm	580.00	580.00	0.0%
Sunday 5.00pm - 12.00am	580.00	580.00	0.0%
<u>Guildhall Court Room</u>			
Weekdays			
Morning, 9.00am - 1.00pm	210.00	220.00	4.8%
Afternoon, 1.00pm - 5.00pm	210.00	220.00	4.8%
Whole Day, 9.00am - 5.00pm	395.00	410.00	3.8%
Evening, 5.00pm - 9.30pm	295.00	310.00	5.1%

*= includes VAT at 20%

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 4

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
<u>Guildhall Council Chamber</u>			
Weekdays			
Morning, 9.00am - 1.00pm	200.00	210.00	5.0%
Afternoon, 1.00pm - 5.00pm	200.00	210.00	5.0%
Whole Day, 9.00am - 5.00pm	370.00	390.00	5.4%
Evening, 5.00pm - 9.30 pm	275.00	290.00	5.5%
All rooms excess charge for evening hire after 9.30 pm (per hour)	90.00	70.00	-22.2%
Admission Charges, Guildhall (new)			
Adult admission	2.00 *	2.00 *	0.0%
Child admission	1.00 *	1.00 *	0.0%
Admission Charges, Guildford Castle			
Adult admission	3.20 *	3.20 *	0.0%
Child admission	1.60 *	1.60 *	0.0%
Joint admission ticket Guildhall and Guildford Castle			
Adult admission	4.50 *	4.50 *	0.0%
Child admission	2.00 *	2.00 *	0.0%
Family ticket Guildhall and Guildford Castle			
Family ticket to cover 2 adults and 2 children	14.00 *	14.00 *	0.0%
Image licensing and reproductions			
Reproduction fees for the use of images from Guildford Borough Council's heritage collections. These fees are for the use of the image, not for the costs of producing it. The fees are for the reproduction of one image.			
Academic journals and research publications that are not for profit		10.00	New charge
Commercial publications with print runs up to 1,000 copies, one country / language		30.00	New charge
Commercial publications with print runs up to 10,000 copies, one country / language		50.00	New charge
Commercial publications with print runs over 10,000 copies, one country / language		70.00	New charge
Books and magazine covers		100.00	New charge
Television, one production, one country and one language		100.00	New charge
Digital use for academic use that is not for profit		10.00	New charge
Digital use commercial		50.00	New charge

All requests are subject to a £10 administration fee. 20% discount will be applied where more than five images are used.

Guildford Borough Council Outline Budget 2017-18

Environmental Directorate 4

	2016-17		2017-18		Increase
	From 1 April 2016		From 1 April 2017		%
	£		£		%
Electric Theatre (in consultation with the Head of Financial Services and Lead Councillor)					
Amateur Arts					
Sun - Sat	2,424.00 *		2,424.00 *		0.0%
Mon - Sat **	2,214.00 *		2,214.00 *		0.0%
Sun 6-11pm 'add on'	210.00 *		210.00 *		0.0%
Thurs/Fri daytime 'add on' per day	312.00 *		312.00 *		0.0%
Mon - Fri ***	1,824.00 *		1,824.00 *		0.0%
Daily fee	648.00 *		648.00 *		0.0%
Sun 2-11pm	price on application *		price on application *		
Thurs/Fri 6-11pm	price on application *		price on application *		
Plus 13% of ticket sales					
GATA					
Sun - Sat	1,818.00 *		1,818.00 *		0.0%
Mon - Sat **	1,662.00 *		1,662.00 *		0.0%
Sun 6-11pm 'add on'	153.60 *		153.60 *		0.0%
Thurs/Fri daytime 'add on' per day	234.00 *		234.00 *		0.0%
Daily fee	456.00 *		456.00 *		0.0%
Sun 2-11pm	price on application *		price on application *		
Thurs/Fri 6-11pm	price on application *		price on application *		
Plus 13% of ticket sales					
Commercial					
Sun - Sat	3,978.00 *		3,978.00 *		0.0%
Mon - Sat **	3,633.60 *		3,633.60 *		0.0%
Sun 6-11pm 'add on'	345.60 *		345.60 *		0.0%
Thurs/Fri daytime 'add on' per day	518.40 *		518.40 *		0.0%
Mon - Fri ***	2,996.40 *		2,996.40 *		0.0%
Daily fee	1,465.20 *		1,465.20 *		0.0%
Sun 2-11pm	price on application *		price on application *		
Thurs/Fri 6-11pm	price on application *		price on application *		
Hourly fee	326.40 *		326.40 *		0.0%
Plus 13% of ticket sales					
Auditorium, per day - ACM	702.00 *		702.00 *		0.0%
Café Bar, per hour	43.20 *		43.20 *		0.0%
Café Bar, per day	price on application *		price on application *		
Farley Room - Per hour (GATA)	21.60 *		21.60 *		0.0%
Farley Room - per hour (standard)	32.40 *		32.40 *		0.0%
Additional services/ equipment hire	price on application *		price on application *		

*= includes VAT at 20%

Off-street car parking meter charges from 1st April 2017

Multi Storey = M

Surface level = S

Pay on Foot = P

CAR PARK TYPE	CAR PARKS	SPACES	DAYTIME- MONDAY TO SATURDAY				EVENINGS		SUNDAY
			1st hour	2nd hour	3rd hour	Each subsequent hour	Per Visit	Per Visit	Per Visit
			Mon-Sat incl Bank Holidays 8am-6pm				Mon-Sat 6pm-10pm	Sun 5pm-10pm	Sun 11am-5pm Per Visit
M	Bedford Road	1033	£1.20	£1.20	£1.20	£1.20	£1.00	£1.00	£1.50 per visit
S	Millbrook	244	£1.20	£1.20	£1.20	£1.20	£1.00	£1.00	£1.50 per visit
S	G Live	220	£1.20	£1.20	£1.20	£1.20	£1.00	£1.00	£1.50 per visit
S	Mary Road	107	£1.20	£1.20	£1.20	£1.20	£1.00	£1.00	£1.50 per visit
S	Bright Hill	121	£1.20	£1.20	£1.20	£1.20	£1.00	£1.00	Up to 3 hrs £1.50; 3 to 6 hrs £2.50
S	Bedford Road Surface	68	£1.30	£1.30	£1.30	£1.30	£1.00	£1.00	Up to 3 hrs £1.50; 3 to 6 hrs £2.50
			Mon-Sat incl Bank Holidays 8am-6pm				Mon-Sat 6pm-10pm	Sun 5pm-10pm	Sun 11am-5pm Per Visit
M / P	Castle Car Park	350	£1.30	£1.30	£1.30	£2.00	£1.00	£1.00	Up to 3 hrs £1.50; 3 to 6 hrs £2.50
M	Leapale Road	384	£1.30	£1.30	£1.30	£2.00	£1.00	£1.00	Up to 3 hrs £1.50; 3 to 6 hrs £2.50
S	Commercial Rd 2	52	£1.30	£1.30	£1.30	£2.00	£1.00	£1.00	Up to 3 hrs £1.50; 3 to 6 hrs £2.50
S	Old Police Station	62	£1.30	£1.30	£1.30	£2.00	£1.00	£1.00	Up to 3 hrs £1.50; 3 to 6 hrs £2.50
S	Upper High Street	49	£1.30	£1.30	£1.30	£2.00	£1.00	£1.00	Up to 3 hrs £1.50; 3 to 6 hrs £2.50
P	Tunsgate - CLOSED FOR REDEVELOPMENT	64	£1.30	£1.30	£1.30	£2.00	£1.00	£1.00	Up to 3 hrs £1.50; 3 to 6 hrs £2.50
			Mon-Sat incl Bank Holidays 7am-7pm				Mon-Sat 7pm-7am & Sun 12.01-11am &		Sun 11am-5pm Per Visit
M / P	Farnham Road	917	£1.00	£1.00	£1.00	£1.00	10p	10p	£1.50 per visit
			Mon-Sat incl Bank Holidays 8am -6pm				Mon-Sat 6pm-10pm (Per Visit)	Sun 5pm-10pm (Per visit)	Sun 11am-5pm Per Visit
M / P	York Road	605	£1.00	£1.00	£1.00	£1.00	£1.00	£1.00	£1.50 per visit
			Saturday Parking and Bank Holidays 8am -6pm				Mon-Sat 6pm-10pm	Sun 5pm-10pm	Sun 11am-5pm Per Visit
S	Lawn Road	87	£1.20	£1.20	£1.20	£1.20	Closed	Closed	£1.50 per visit
S	Millmead House (Front)	27	£1.20	£1.20	£1.20	£1.20	Closed	Closed	£1.50 per visit
S	Robin Hood	23	£1.20	£1.20	£1.20	£1.20	Closed	Closed	£1.50 per visit
S	St Josephs	71	£1.20	£1.20	£1.20	£1.20	Closed	Closed	£1.50 per visit
S	Portsmouth Road	98	£1.30	£1.30	£1.30	£1.30	£1.00	£1.00	Up to 3 hrs £1.50; 3 to 6 hrs £2.50
			Mon-Fri incl Bank Holidays 8am- 6pm			Saturday 8am -6pm	Mon-Sat 6pm-10pm	Sun 5pm-10pm	Sun 11am-5pm Per Visit
S	Guildford Park	400	£5.00 per visit			£1 per visit	Free	Free	Free
S	Shalford Park	66	£3.20 per visit			Closed	Free	Closed	Closed
S	Walnut Tree Close	17	£3.20 per visit			Free	Free	Free	Free
S	Ash Vale Station	29	£1.00 per visit 7am-4pm			Free	Free	Free	Free
			Mon-Thurs 8am-6pm			Fri-Sat	Mon-Thurs 6pm - 10pm & Sat 8pm-10pm	Sun 5pm-10pm	Sun 11am-5pm
S	North Street	49	80p per 30 mins / max stay 30 mins. No			Closed	£1 Per Visit	£1.00	80p per 30 mins

Guildford Borough Council Outline Budget 2017-18

Resources Directorate

	2016-17 From 1 April 2016 £	2017-18 From 1 April 2017 £	Increase %
To be approved by Council			
Local Taxation			
Court Costs - Council Tax*	103.00	103.00	0.0%
Court Costs - Business Rates*	103.00	123.00	19.4%
*these amounts includes £20.00 payable for Liability Order			
To be approved by Council			
Letting of Council Accommodation for Meetings (Charges for other uses subject to negotiation)			
<u>Council Chamber</u>			
Morning	225.00	230.00	2.2%
Afternoon	225.00	230.00	2.2%
Evening to 9.00 pm	285.00	295.00	3.5%
<u>Room 1 (Chantries)- previously Committee Room 1</u>			
Morning	155.00	160.00	3.2%
Afternoon	155.00	160.00	3.2%
Evening to 9.00 pm	225.00	232.00	3.1%
<u>Room 2 (Newlands)- previously Committee Room 2</u>			
Morning	155.00	160.00	3.2%
Afternoon	155.00	160.00	3.2%
Evening to 9.00 pm	225.00	232.00	3.1%
<u>Room 3 (Sheepleas)</u>			
Morning	110.00	115.00	4.5%
Afternoon	110.00	115.00	4.5%
Evening to 9.00 pm	160.00	165.00	3.1%
<u>Room 4 (Chinthurst)</u>			
Morning	78.00	80.00	2.6%
Afternoon	78.00	80.00	2.6%
Evening to 9.00 pm	115.00	118.00	2.6%

Guildford Borough Council Outline Budget 2017-18

Resources Directorate

	2016-17 From 1 April 2016	2017-18 From 1 April 2017	Increase
<u>Room 5 (Whitmoor)</u>			
Morning	78.00	80.00	2.6%
Afternoon	78.00	80.00	2.6%
Evening to 9.00 pm	115.00	118.00	2.6%
<u>Room 6 (Hurtmore)</u>			
Morning	155.00	160.00	3.2%
Afternoon	155.00	160.00	3.2%
Evening to 9.00 pm	225.00	232.00	3.1%
<u>Room 7 (Loseley)</u>			
Morning	47.00	50.00	6.4%
Afternoon	47.00	50.00	6.4%
Evening to 9.00 pm	68.00	70.00	2.9%
<u>Room 8 (Hatchlands)</u>			
Morning	93.00	96.00	3.2%
Afternoon	93.00	96.00	3.2%
Evening to 9.00 pm	135.00	140.00	3.7%
Approved under Delegated Authority			
<u>Other meeting rooms</u>			
May be made available for smaller groups, please direct enquiries to Office Services for details of applicable rates.			
<u>Millmead Staff Restaurant</u>			
Catering requirements to be arranged with Office Services. Menus/Tariffs available on request.			
House Name			
House Name Change	40.00	50.00	25.0%

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-18**

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**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-18 to 2021-22**

**GENERAL FUND
CAPITAL PROGRAMMES**

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-18 to 2021-22**

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GUILDFORD BOROUGH COUNCIL - OUTLINE BUDGET

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2017-18 to 2021-22

GENERAL FUND CAPITAL PROGRAMMES

General Fund Capital Programme:	Page no.
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Housing Capital Programme:	
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GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2017-18 to 2021-22

Ref	Directorate/Service and Capital Scheme name	Approved gross estimate	Cumulative spend at 31-03-16	2016-17				2017-18 Est for year	2018-19 Est for year	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme
				Estimate approved by Council in February	Revised estimate	Expenditure at 21-12-16	Projected exp est by project officer									
				(a) £000	(b) £000	(c) £000	(d) £000									
APPROVED SCHEMES																
COMMUNITY																
Neighbourhood & housing management																
P5	Gypsy & Traveller (Ash bridge)	921	902	-	19	20	18	-	-	-	-	-	920	(432)	488	
P2	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 3	116	105	-	11	-	11	-	-	-	-	-	116	-	116	
P2(a)	Lighting: Cabell Rd	8	5	-	3	-	3	-	-	-	-	-	8	(3)	5	
P3	Safer Guildford: CCTV & Lighting Strategy - Lighting Strategy phase 4	136	123	-	13	-	13	-	-	-	-	-	136	(6)	130	
HC3	Furniture link guildford	30	-	-	30	-	30	-	-	-	-	-	30	-	30	
ED30	Home Farm, Effingham - provision of Gypsy and Traveller pitches	1,000	17	900	983	9	328	655	-	-	-	655	1,000	-	1,000	
Housing Advice																
Disabled Facilities Grants																
Home Improvement Assistance																
Solar Energy Loans																
Investment in North Downs Housing																
COMMUNITY DIRECTORATE TOTAL		2,211	1,150	900	1,059	29	403	6,675	17,400	10,200	19,900	0	54,175	55,728	(441)	55,287
CORPORATE																
no projects																
DEVELOPMENT																
Economic development																
ED3/15	Disabled Access (DDA) Improvements: ph.2 & 3	405	313	75	92	28	50	42	-	-	-	42	405	-	405	
ED10	Tyting Farm Planning Permission	70	70	-	-	-	-	-	-	-	-	-	70	-	70	
ED14(e)	Void investment property refurbishment works	200	163	58	37	-	11	-	-	-	-	-	174	-	174	
ED14a	14-15 Midleton, Building 1 refurbishment	-	-	-	-	6	6	-	-	-	-	-	6	-	6	
ED14d	11 Midleton Refurb	-	-	-	-	8	8	-	-	-	-	-	8	-	8	
ED14x	17 Enterprise Unit - Ash Vale refurb	-	-	-	-	2	2	-	-	-	-	-	2	-	2	
ED14x	14 Enterprise Unit - Ash Vale refurb	-	-	-	-	1	1	-	-	-	-	-	1	-	1	
ED14x	Brinell buildings (Boag) - refurb works	-	-	-	-	-	9	-	-	-	-	-	9	-	9	
ED14x	5 High Street - refurb works	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ED18	Museum and castle development	267	-	340	267	-	250	17	-	-	-	17	267	-	267	
ED19	Asbestos surveys and removal in non-residential council premises	158	53	32	41	22	41	32	32	-	-	64	158	-	158	
ED21	Methane gas monitoring system	100	31	61	69	9	69	-	-	-	-	-	100	-	100	
ED22	Energy efficiency compliance - Council owned properties	45	4	-	41	3	41	-	-	-	-	-	45	-	45	
ED23	Rebuild retaining wall on Shalford Park boundary with the Old Vicarage	60	-	-	60	1	60	-	-	-	-	-	60	-	60	
ED24	Electric Theatre - replace neon sign	14	0	14	14	-	14	-	-	-	-	-	14	-	14	
ED26	Bridges - Walnut Bridge	117	50	-	67	1	(7)	-	-	-	-	-	44	-	44	
ED26a	Gunpowder Mills Bridges	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ED26b	Peasmarsh Common Bridge	-	-	-	-	19	19	-	-	-	-	-	19	-	19	
ED26c	Bridges - Millmead Footbridge	-	-	-	-	11	2	-	-	-	-	-	2	-	2	
ED26d	Bridges - Shalford Water Meadow	-	-	-	-	17	14	-	-	-	-	-	14	-	14	
ED26e	Bridges - Ash Grn tread reps	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
ED26f	Bridges-Compton Common	-	-	-	-	4	4	-	-	-	-	-	4	-	4	
ED26g	Bridges-Effingham Common	-	-	-	-	0	0	-	-	-	-	-	0	-	0	
ED26h	Bridges-Kingston Meadows	-	-	-	-	0	0	-	-	-	-	-	0	-	0	
ED26i	Bridges-Hollybush Pk, Ash Vale	-	-	-	-	0	0	-	-	-	-	-	0	-	0	

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2017-18 to 2021-22

Ref	Directorate/Service and Capital Scheme name	Approved gross estimate	Cumulative spend at 31-03-16	2016-17				2017-18 Est for year	2018-19 Est for year	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme
				Estimate approved by Council in February	Revised estimate	Expenditure at 21-12-16	Projected exp est by project officer									
ED26j	Bridges-Fox Corner, Worplesdon	-	-	-	-	4	4						-	4	-	4
ED26k	Bridges-Great Goodwin Drive	-	-	-	-	0	0						-	0	-	0
ED26l	Bridges-Heathfield, Send	-	-	-	-	0	0						-	0	-	0
ED26m	Bridges-Inner Quadrant Ashvale	-	-	-	-	1	1						-	1	-	1
ED26n	Bridges-Lakeside Nature Reserv	-	-	-	-	0	0						-	0	-	0
ED26o	Bridges-Land At Baird Drive	-	-	-	-	0	0						-	0	-	0
ED26p	Bridges-Merrow Common	-	-	-	-	0	0						-	0	-	0
ED26q	Bridges-Merrow Woods	-	-	-	-	0	0						-	0	-	0
ED26r	Bridges-Moore Close, Tongham	-	-	-	-	0	0						-	0	-	0
ED26s	Bridges-Tower Hill, Gomshall	-	-	-	-	0	0						-	0	-	0
ED26t	Bridges-Avondale Open Space	-	-	-	-	0	0						-	0	-	0
ED26u	Bridges-Rowan Field, Shawfield	-	-	-	-	0	0						-	0	-	0
ED26v	Bridges-Kingfisher Dr, Merrow	-	-	-	-	0	0						-	0	-	0
ED26v	Bridges-Parsonage Water Meadow	-	-	-	-	3	3						-	3	-	3
ED26w	Bridges-Greenark Biodiversity	-	-	-	-	0	0						-	0	-	0
	Bridges - School Meadow ParkBarn	-	-	-	-	3	3						-	3	-	3
	Bridges-Pirbright Common	-	-	-	-	9	9						-	9	-	9
	Bridges - Shalford Common	-	-	-	-	1	1						-	1	-	1
ED29	Guildford House courtyard	7	-	-	7	-	7	-	-	-	-	-	-	7	-	7
ED31	Acquisition of New House	1,200	-	-	1,200	1,096	1,200	-	-	-	-	-	-	1,200	-	1,200
ED35	Electric Theatre - new boilers	120	-	120	120	-	-	120	-	-	-	-	120	120	-	120
ED39	Gfd business incubation project	110	-	-	110	-	110	-	-	-	-	-	-	110	-	110
ED41	The Billings roof	200	-	50	50	13	50	150	-	-	-	-	150	200	-	200
ED42	Guildford house damproofing	20	-	20	20	-	20	-	-	-	-	-	-	20	-	20
ED43	Racks close	56	-	56	56	35	35	-	-	-	-	-	-	35	-	35
ED44	Broadwater cottage	74	-	74	74	-	74	-	-	-	-	-	-	74	-	74
ED45	Gunpowder mills - scheduled ancient monument	50	-	50	50	-	50	-	-	-	-	-	-	50	-	50
P1	PLANNING SERVICES Environmental Improvements: High Street / Chertsey St., Guildford	60	-	-	-	-	-	60	-	-	-	-	60	60	(20)	40
P4	Guildford Riverside Route Ph 1 (part SPA)	708	115	391	593	519	593	-	-	-	-	-	-	708	(708)	0
	DEVELOPMENT DIRECTORATE TOTAL	4,041	800	1,341	2,968	1,821	2,758	421	32	-	-	-	453	4,011	(728)	3,283
	ENVIRONMENT															
	Operational Services															
OP1	Safer Guildford: CCTV & Lighting Strategy - CCTV etc. phase 4	93	82	-	11	-	11	-	-	-	-	-	-	93	-	93
OP2	Land Drainage: Ash Green - flood relief works	346	294	-	52	44	52	-	-	-	-	-	-	346	(60)	286
OP3	Sluice Gates Motorisation at Town Mill Toll House	70	59	-	11	-	11	-	-	-	-	-	-	70	-	70
OP5	Mill Lane (Pirbright) Flood Protection Scheme	71	49	-	22	6	22	-	-	-	-	-	-	71	(50)	21
OP6	Vehicles, Plant & Equipment Replacement Programme	5,545	2,235	2,600	3,310	2,578	3,310	-	-	-	-	-	-	5,545	-	5,545
OP10/11	Guildford High Street imp - Pay SCC	304	305	304	-	-	-	-	-	-	-	-	-	305	-	305
	Ash Surface Water (grant funded)	22	22	-	-	-	-	-	-	-	-	-	-	22	(22)	0
	William Road Flood (grant funded)	15	15	-	-	-	-	-	-	-	-	-	-	15	(15)	0
OP19	Flexford Flood (EA grant)	50	24	-	26	39	26	-	-	-	-	-	-	50	(3)	47
Opxx	Ashenden rd (EA grant)	3	3	-	-	-	-	-	-	-	-	-	-	3	(3)	0
OP20	Flood resilience measures (use in conjunction with grant funded schemes)	100	-	100	100	-	-	100	-	-	-	-	100	100	-	100
OP22	Litter bins replacement	265	25	200	240	1	10	230	-	-	-	-	230	265	-	265
OP23	Flats recycling - new bins	50	-	50	50	16	50	-	-	-	-	-	-	50	-	50
OP24	WRD security barriers	15	-	15	15	-	15	-	-	-	-	-	-	15	-	15
OP25	WRD roads and footpaths	150	-	100	100	51	50	100	-	-	-	-	100	150	-	150
OP26	Merrow lane grille & headwall construction	60	-	60	60	3	60	-	-	-	-	-	-	60	-	60
OP27	Merrow & Burpham surface water study	15	-	15	15	-	15	-	-	-	-	-	-	15	-	15
OP28	Crown court CCTV	10	-	10	10	-	10	-	-	-	-	-	-	10	-	10

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2017-18 to 2021-22

Ref	Directorate/Service and Capital Scheme name	Approved gross estimate	Cumulative spend at 31-03-16	2016-17				2017-18 Est for year	2018-19 Est for year	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme
				Estimate approved by Council in February	Revised estimate	Expenditure at 21-12-16	Projected exp est by project officer									
				(a) £000	(b) £000	(c) £000	(d) £000									
	Parks and Leisure															
PL4	Crematorium - mercury abatement/new cremators	1,017	947	40	70	33	70	-	-	-	-	-	1,017	-	1,017	
PL5	Improvement of Security at Guildford Crematorium -	24	15	-	9	1	9	-	-	-	-	-	24	-	24	
PL11	Spectrum Roof replacement	4,000	30	2,769	2,739	69	150	3,420	-	-	-	3,420	3,600	-	3,600	
	Spectrum roof - steelwork ph2	-	-	-	-	72	400	-	-	-	-	-	400	-	400	
PL15	<u>Infrastructure works: Guildford Commons</u>	150	-	150	150	-	-	-	-	-	-	-	-	-	-	
PL15(a)	Infrastructure works: Guildford Commons: Merrow	-	-	-	-	10	13	10	-	-	-	10	23	-	23	
PL15(b)	Infrastructure works: Guildford Commons: Shalford	-	-	-	-	55	67	40	16	-	-	56	123	-	123	
PL15(c)	Infrastructure works: Guildford Commons: Compton	-	-	-	-	-	4	-	-	-	-	-	4	-	4	
PL20(a)	Onslow Rec play area	174	-	-	174	144	174	-	-	-	-	-	174	-	174	
PL21(a)	Council tennis courts refurbishment - Kingston meadows	93	93	42	-	-	-	-	-	-	-	-	93	-	93	
PL22	Stoke Park Paddling Pool (ph1&2)	423	252	-	171	113	171	-	-	-	-	-	423	-	423	
PL26	Replacement roundabout planters	50	-	-	20	-	20	-	-	-	-	-	20	-	20	
PL34	Stoke cemetery re-tarmac	47	-	47	47	-	47	-	-	-	-	-	47	-	47	
PL35	Woodbridge rd sportsground replace fencing	160	-	160	160	36	160	-	-	-	-	-	160	-	160	
PL36	Stoke Park Composting facility	105	-	105	105	-	-	105	-	-	-	105	105	-	105	
PL37	Worplesdon rd allotments - new boundary fence	15	-	15	15	10	10	-	-	-	-	-	10	-	10	
PL38	Chantry wood campsite	216	-	216	216	1	16	200	-	-	-	200	216	(116)	100	
PL40	Replace hanging basket posts	88	-	88	88	-	88	-	-	-	-	-	88	(44)	44	
PL42	Pre-sang costs	100	-	-	100	-	100	-	-	-	-	-	100	-	100	
PL43	Stoke Cemetery Chapel - phase 2	75	-	-	-	-	-	3	72	-	-	-	75	-	75	
	ENVIRONMENT TOTAL DIRECTORATE	13,921	4,450	7,086	8,086	3,282	5,141	4,208	88	-	-	-	4,296	13,887	(313)	13,574

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2017-18 to 2021-22

Ref	Directorate/Service and Capital Scheme name	Approved gross estimate	Cumulative spend at 31-03-16	2016-17				2017-18 Est for year	2018-19 Est for year	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme
				Estimate approved by Council in February	Revised estimate	Expenditure at 21-12-16	Projected exp est by project officer									
		(a) £000	(b) £000	(c) £000	(d) £000	(e) £000	(f) £000	(j) £000	(ii) £000	(iii) £000	(iv) £000	(v) £000	(g) £000	(b)+(g) = (h) £000	(i) £000	(h)-(i) = (j) £000
RESOURCES																
BS1	Business Systems Investment in Millmead House campus	3,884	3,476	-	408	306	408	-	-	-	-	-	3,884	-	3,884	
FS1	Financial Services Capital contingency fund	annual	-	5,000	3,600	-	3,600	5,000	5,000	5,000	5,000	5,000	25,000	28,600	-	28,600
HC1	RESOURCES DIRECTORATE TOTAL	3,884	3,476	5,000	4,008	306	4,008	5,000	5,000	5,000	5,000	5,000	25,000	32,484	0	32,484
DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS																
ED25	Guildford Park - new MSCP and infrastructure works	6,500	-	6,500	6,500	289	2,000	4,500	-	-	-	-	4,500	6,500	-	6,500
ED31	Asset Investment Fund	26,580	17,980	-	8,600	-	-	-	-	-	-	-	-	17,980	-	17,980
ED31	Wey House	-	-	-	-	23,833	24,231	-	-	-	-	-	-	24,231	-	24,231
ED32(f)	1-3 Bridge Street (Armour buildings)	-	3,076	-	-	31	31	-	-	-	-	-	-	3,107	-	3,107
	Brinnell Building (BOAG)	-	1,572	-	-	38	38	-	-	-	-	-	-	1,610	-	1,610
	9 Midleton	-	-	-	526	-	526	-	-	-	-	-	-	526	-	526
ED40	Private let accommodation works	200	-	200	200	-	200	-	-	-	-	-	-	200	-	200
ED32	Clay lane link road	700	528	-	172	120	172	-	-	-	-	-	-	700	-	700
ED6	Slyfield Area Regeneration Project (SARP)	1,984	63	500	921	54	1,921	-	-	-	-	-	-	1,984	-	1,984
ED27	North Street Development / Guild Town Centre regeneration	949	371	350	405	70	405	100	100	-	-	-	200	976	(50)	926
ED27a	Pop up Village	329	-	-	553	618	553	-	-	-	-	-	-	553	-	553
P5	Land adj Walnut Bridge	3,341	126	2,196	2,646	13	305	1,884	1,026	-	-	-	2,910	3,341	(491)	2,850
P9c	TCMP Sites U: Bedford Rd Wharf	14,176	-	14,176	14,176	-	-	14,176	-	-	-	-	14,176	14,176	-	14,176
P9c	TCMP Sites U: Bedford Rd Wharf	3,523	-	3,523	3,523	-	-	3,523	-	-	-	-	3,523	3,523	-	3,523
PL9	Rebuild Crematorium	10,040	13	174	527	87	527	3,410	6,020	70	-	-	9,500	10,040	-	10,040
PL25	Spectrum Combined Heat and Power (GF contr)	1,200	-	869	869	0	-	869	-	-	-	-	869	869	-	869
PL29	Woodbridge Rd sportsground	1,900	-	-	200	232	750	1,150	-	-	-	-	1,150	1,900	(796)	1,104
	DEVELOPMENT/INCOME GENERATING/COST REDUCTION	71,422	23,730	28,488	39,818	25,385	31,659	29,612	7,146	70	0	0	36,828	92,217	(1,337)	90,880
	APPROVED SCHEMES TOTAL	95,479	33,607	42,815	55,939	30,823	43,969	45,916	29,666	15,270	24,900	5,000	120,752	198,327	(2,820)	195,508
	non-development projects total	24,057	9,877	14,327	16,121	5,438	12,310	16,304	22,520	15,200	24,900	5,000	83,924	106,110	(1,482)	104,628

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2017-18 to 2021-22

Ref	Directorate / Service Units Capital Schemes	2016-17							2017-18 Est for year	2018-19 Est for year	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	2022-23 Est for year	2023-24 Est for year	2024-25 Est for year	Future years estimated expenditure	Projected expenditure total	Grants or Contributions towards cost of scheme	Net total cost of scheme to the Council
		Gross estimate approved by Executive	Cumulative spend at 31-03-16	Estimate approved by Council in February	Revised estimate	Expenditure at 21-12-16	Projected exp est by project officer													
		(a)	(b)	(c)	(e)	(f)	(g)													
		£000	£000	£000	£000	£000	£000	(i)	(ii)	(iii)	(iv)	(v)	(v)	(v)	(v)	(h)	(b) to (g)=(i)	(j)	(i) - (j) = (k)	
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
PROVISIONAL SCHEMES (schemes approved in principle; further report to the Executive required)																				
COMMUNITY DIRECTORATE																				
N&HM1(P)	Provision of a single gypsy pitch at Wyke Avenue	158	-	158	158	-	-	-	-	-	-	-	-	-	-	-	-	(20)	(20)	
COMMUNITY DIRECTORATE TOTAL		158	-	158	158	-	-	-	-	-	-	-	-	-	-	-	-	(20)	(20)	
CORPORATE DIRECTORATE no projects																				
CORPORATE DIRECTORATE TOTAL		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
DEVELOPMENT DIRECTORATE																				
ED14(P)	Void investment property refurbishment works	500	-	200	200	-	200	100	100	100	-	-	-	-	-	300	500	-	500	
ED18(P)	Guildford Museum	4,750	-	173	173	-	-	2,000	2,750	-	-	-	-	-	-	4,750	4,750	-	4,750	
ED21(P)	Methane gas monitoring system	150	-	150	150	-	150	-	-	-	-	-	-	-	-	-	150	-	150	
ED22(P)	Energy efficiency compliance - Council owned properties	1,150	-	230	230	-	-	920	230	-	-	-	-	-	-	1,150	1,150	-	1,150	
ED26(P)	Bridges	570	-	570	570	-	-	570	-	-	-	-	-	-	-	570	570	-	570	
ED45(P)	Gunpowder mills - scheduled ancient monument	172	-	172	172	-	-	-	-	-	-	-	-	-	-	-	172	-	172	
P6(P)	Guildford Riverside Route PH 2&3	2,400	-	2,400	2,400	-	-	2,400	-	-	-	-	-	-	-	2,400	2,400	(2,400)	-	
ED46(P)	New House - short term works following acquisition	70	-	70	70	-	70	-	-	-	-	-	-	-	-	-	70	-	70	
ED47(p)	Cladding of Ash Vale units	145	-	-	-	-	-	145	-	-	-	-	-	-	-	145	145	-	145	
ED48(p)	Westfield/Moorfield rd resurfacing	3,152	-	-	-	-	-	3,152	-	-	-	-	-	-	-	3,152	3,152	-	3,152	
ED50(p)	Burpham Court Farm	365	-	-	-	-	-	365	-	-	-	-	-	-	-	365	365	-	365	
ED51(p)	Exhibition lighting at Guildford House	50	-	-	-	-	-	50	-	-	-	-	-	-	-	50	50	-	50	
ED52(p)	Chapel Street	2,000	-	-	-	-	-	2,000	-	-	-	-	-	-	-	2,000	2,000	-	2,000	
DEVELOPMENT DIRECTORATE TOTAL		15,474	-	3,895	3,965	-	592	11,702	3,080	100	-	-	-	-	-	14,882	15,474	(2,400)	13,074	
ENVIRONMENT DIRECTORATE																				
OP5(P)	Mill Lane (Pirbright) Flood Protection Scheme	200	-	200	200	-	200	-	-	-	-	-	-	-	-	-	200	(20)	180	
OP15(P)	Vehicles, Plant & Equipment Replacement Programme	5,900	-	-	-	-	-	300	600	4,000	1,000	-	-	-	-	5,900	5,900	-	5,900	
OP17(P)	New vehicle washing system	155	-	155	155	-	155	155	-	-	-	-	-	-	-	155	155	-	155	
OP21(P)	Surface water management plan	200	-	200	200	-	200	-	-	-	-	-	-	-	-	-	200	-	200	
OP22(P)	WRD - cleansing office heating system	11	-	-	-	-	-	11	-	-	-	-	-	-	-	11	11	-	11	
PL12(P)	Spectrum schemes to be agreed with Freedom Leisure	700	-	700	700	-	700	700	-	-	-	-	-	-	-	700	700	-	700	
PL16(P)	New burial grounds - acquisition & development	7,834	20	1,750	1,744	6	44	2,490	-	5,300	-	-	-	-	-	7,790	7,854	-	7,854	
PL18(P)	Refurbishment / rebuild Sutherland Memorial Park Pavilion	150	-	50	50	-	-	150	-	-	-	-	-	-	-	150	150	-	150	
PL20(P)	Council owned playground refurbishment	420	-	100	100	-	100	125	100	120	-	-	-	-	-	345	445	-	445	
PL21(P)	Council tennis courts refurbishment	295	-	80	80	-	80	215	-	-	-	-	-	-	-	215	295	(10)	285	
PL24(P)	Kings college astro turf	120	-	100	100	-	-	120	-	-	-	-	-	-	-	120	120	-	120	
PL32(P)	Stoke Park Bowls Club	35	-	35	35	-	35	-	-	-	-	-	-	-	-	-	35	-	35	
PL39(P)	Aldershot rd allotment expansion & improvement	200	-	200	200	-	200	-	-	-	-	-	-	-	-	-	200	-	200	
PL41(P)	Stoke pk office accommodation & storage buildings	730	-	605	605	-	105	625	-	-	-	-	-	-	-	625	730	-	730	
PL44(p)	Sutherland memorial park all weather courts	25	-	-	-	-	-	25	-	-	-	-	-	-	-	25	25	-	25	
PL45(p)	Stoke Pk gardens water feature refurb	81	-	-	-	-	-	81	-	-	-	-	-	-	-	81	81	(39)	42	
PL46(p)	Replace stoke pk gardens attendant hut	70	-	-	-	-	-	70	-	-	-	-	-	-	-	70	70	-	70	
PL47(p)	Wall repairs for parks, cemeteries & recreation facilities	195	-	-	-	-	-	15	180	-	-	-	-	-	-	195	195	-	195	
PL48(p)	Bellfields YCC	60	-	-	-	-	-	60	-	-	-	-	-	-	-	60	60	-	60	
PL49(p)	Resurface Lido Rd CP	100	-	-	-	-	-	100	-	-	-	-	-	-	-	100	100	-	100	
PL50(p)	Countryside fence replacement	97	-	-	-	-	-	50	47	-	-	-	-	-	-	97	97	-	97	
PL52(p)	SMP LED lighting	35	-	-	-	-	-	35	-	-	-	-	-	-	-	35	35	-	35	
PL53(p)	PBCC LED lighting upgrade	22	-	-	-	-	-	22	-	-	-	-	-	-	-	22	22	-	22	
ENVIRONMENT DIRECTORATE TOTAL		17,635	20	3,620	4,169	6	964	5,349	927	9,420	1,000	-	-	-	-	16,696	17,680	(69)	17,611	
RESOURCES DIRECTORATE																				
BS2(P)	Millmead House Toilet refurb	121	-	121	121	7	121	-	-	-	-	-	-	-	-	-	121	-	121	
CD3(P)	Renewables	65	-	65	65	-	65	-	-	-	-	-	-	-	-	-	65	-	65	
RESOURCES DIRECTORATE TOTAL		186	-	186	186	7	186	-	-	-	-	-	-	-	-	-	186	-	186	

GENERAL FUND CAPITAL PROGRAMME - ESTIMATED EXPENDITURE 2017-18 to 2021-22

Ref	Directorate / Service Units Capital Schemes	Gross estimate approved by Executive (a)	Cumulative spend at 31-03-16 (b)	2016-17				2017-18 Est for year (i)	2018-19 Est for year (ii)	2019-20 Est for year (iii)	2020-21 Est for year (iv)	2021-22 Est for year (v)	2022-23 Est for year (v)	2023-24 Est for year (v)	2024-25 Est for year (v)	Future years estimated expenditure (h)	Projected expenditure total (b) to (g)=(i)	Grants or Contributions towards cost of scheme (j)	Net total cost of scheme to the Council (i) - (j) = (k)
				Estimate approved by Council in February (c)	Revised estimate (e)	Expenditure at 21-12-16 (f)	Projected exp est by project officer (g)												
				£000	£000	£000	£000												
	DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS																		
ED25(P)	Guildford Park new MSCP and infrastructure works	23,125	-	4,885	4,885	-	-	11,645	6,980	4,500	-	-	-	-	23,125	23,125	-	23,125	
ED32(P)	Clay lane link road	10,439	-	10,339	10,339	-	1,000	100	9,339	-	-	-	-	9,439	10,439	(1,340)	9,099		
ED16(P)	Slyfield Area Regeneration Project (SARP) (GBC share)	130,430	-	58	58	-	58	15,000	15,000	15,000	16,000	15,000	15,000	24,195	15,177	130,372	130,430	-	130,430
ED38(P)	North Street development	21,134	-	21,134	21,134	-	-	1,000	28,590	-	-	-	-	-	29,590	29,590	-	29,590	
ED49(p)	Redevelop Midleton industrial estate	14,907	-	-	-	-	-	1,837	-	-	13,070	-	-	-	14,907	14,907	-	14,907	
HC4(p)	Bright Hill Development	13,500	-	-	-	-	-	500	1,250	6,250	5,500	-	-	-	13,500	13,500	-	13,500	
P7(P)	Transport schemes for future Local Growth Fund and other funding opportunities	4,000	-	4,000	4,000	-	-	4,000	-	-	-	-	-	-	4,000	4,000	(3,500)	500	
P8(P)	Town centre transport infrastructure package	217	-	620	217	-	-	217	-	-	-	-	-	-	217	217	-	217	
P10(p)	Sustainable Movement Corridor	9,895	-	-	-	-	-	-	850	2,975	2,075	4,000	-	-	9,900	9,900	-	9,900	
P11(p)	Guildford west (PB) station	5,000	-	-	-	-	-	500	500	1,000	3,000	-	-	-	5,000	5,000	(3,750)	1,250	
P12(p)	Strategic property acquisitions	34,120	-	-	-	-	-	-	7,020	13,300	13,800	-	-	-	34,120	34,120	-	34,120	
P13(p)	Bedford Wharf	40,700	-	-	-	-	-	-	23,000	-	-	-	-	-	23,000	23,000	-	23,000	
P14(p)	Guildford Gyrotory & approaches	12,000	-	-	-	-	-	-	2,000	3,000	3,500	3,500	-	-	12,000	12,000	(5,000)	7,000	
PL51(p)	Stoke Park - Home Farm Redevelopment	4,000	-	-	-	-	-	-	400	-	3,600	-	-	-	4,000	4,000	-	4,000	
	Additional Parking Space Mary Rd & Millbrook Car Parks; Option 1: Mary Road decking (Option 3 being the more expensive option has been included in the figures)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
OP13(P)	Option 2: Millbrook decking	1,025	-	-	-	-	-	-	-	1,025	-	-	-	-	1,025	1,025	-	1,025	
OP14(P)	Option 3: Mary Road Multi Storey (this more expensive option has been included in the figures)	5,565	-	-	-	-	-	-	-	5,565	-	-	-	-	5,565	5,565	-	5,565	
	DEVELOPMENT/INCOME GENERATING/COST REDUCTION PROJECTS TOTAL	330,057	-	41,036	40,633	-	1,058	34,799	94,929	52,615	60,545	22,500	15,000	24,195	15,177	319,760	320,818	(13,590)	307,228
	PROVISIONAL SCHEMES - GRAND TOTALS	363,510	20	48,895	49,111	13	2,800	51,850	98,936	62,135	61,545	22,500	15,000	24,195	15,177	351,338	354,158	(16,079)	338,079
	non development projects	33,453	20	7,859	8,478	13	1,742	17,051	4,007	9,520	1,000	-	-	-	-	31,578	33,340	(2,489)	30,851

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE 2017-18 to 2021-22

Item No.	Projects & Sources of Funding	Approved gross estimate	Cumulative spend at 31-03-16	2016-17			Projected exp est by project officer	2017-18 Est for year	2018-19 Est for year	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	Future years est exp	Projected expenditure total
				Estimate approved by Council in February	Revised estimate	Expenditure at 21-12-16								
	RESOURCES DIRECTORATE													
	ENERGY PROJECTS per SALIX RESERVE:			85			85	-					-	85
R-EN10	LED Lighting replacement	80	49	-	31	-	31	-	-	-	-	-	-	80
R-EN11	WRD energy reduction	70	-	-	70	-	70	-	-	-	-	-	-	70
	ENERGY PROJECTS per GBC INVEST TO SAVE RESERVE:													
	<i>GBC 'Invest to Save' energy projects (to be repaid in line with savings)</i>			120	164		164	-					-	
R-EN3	Spectrum - Absorption chiller	90	-	90	90	-	90	-					-	90
R-EN4	Millmead - replace lighting	100	100	100	-	-	-	-					-	100
R-EN12	PV/energy efficiency projects	100	2	-	98	-	98	-	-	-	-	-	-	100
	ENERGY RESERVES TOTAL	440	151	395	453	-	538	-	-	-	-	-	-	525
	BUDGET PRESSURES RESERVE													
R-BP1	Surreysave Credit Union - purchase of shares	100	50	50	50	-	50	-	-	-	-	-	-	100
R-BP2	Limnerslease - watts gallery loan	125	-	-	125	125	125	-	-	-	-	-	-	125
	BUDGET PRESSURES RESERVE TOTAL	225	50	50	175	125	175	-	-	-	-	-	-	225
	LABGI RESERVE													
R-LB1	Bedford Rd Bus Station	250	59	191	191	-	-	-	191	-	-	-	191	250
	LABGI RESERVE TOTAL	250	59	191	191	-	-	-	191	-	-	-	191	250
	INFORMATION TECHNOLOGY - IT Renewals Reserve : approved annually													
	Hardware / software budget		-	850	891	-	701	350	350	350	350	-	1,400	2,101
R-IT1	Hardware	annual	annual	-	-	30	30	-	-	-	-	-	-	30
R-IT2	Software	annual	annual	-	-	150	115	-	-	-	-	-	-	115
	Replace Ocella (Tascomi)					10	10							
	IT RENEWALS RESERVE TOTAL	-	-	850	891	190	856	350	350	350	350	-	1,400	2,246
	ENVIRONMENT DIRECTORATE													
	SPECTRUM RESERVE													
R-S10	Chiller Replacement & CHO absorption chiller	245	-	243	243	-	243	-	-	-	-	-	-	243
R-S13	Lift controls - replacement	310	-	-	310	5	310	-	-	-	-	-	-	310
	SPECTRUM RESERVE TOTAL	555	-	243	553	5	553	-	-	-	-	-	-	553

GENERAL FUND CAPITAL SCHEMES - PROJECTS FUNDED VIA RESERVES: ESTIMATED EXPENDITURE 2017-18 to 2021-22

Item No.	Projects & Sources of Funding	Approved gross estimate	Cumulative spend at 31-03-16	2016-17				2017-18 Est for year	2018-19 Est for year	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	Future years est exp	Projected expenditure total
				Estimate approved by Council in February	Revised estimate	Expenditure at 21-12-16	Projected exp est by project officer							
CAR PARKS RESERVE														
R-CP1	Car parks - install/replace pay-on-foot equipment	570	236	-	334	5	-	334	-	-	-	-	334	570
R-CP2	Car parks - install/replace pay and display equipment	300	182	-	118	-	-	-	-	-	-	-	-	182
Car Parks - Lighting & Electrical improvements:														
R-CP3	- Bedford Road Lighting & Electrical	348	315	-	42	-	-	-	-	-	-	-	-	315
R-CP4	- Leapale Road Lighting & Electrical	102	54	-	48	-	-	-	-	-	-	-	-	54
R-CP13	- Castle, Farnham & York Rd Lighting	300	-	-	300	-	300	-	-	-	-	-	-	300
Car parks - Deck surfacing:														
R-CP8	- Castle car park	325	-	-	-	-	-	-	325	-	-	-	325	325
R-CP9	- Farnham Road car park	550	501	-	49	-	-	-	-	-	-	-	-	501
R-CP10	- Bedford Road	512	-	512	512	-	-	512	-	-	-	-	512	512
R-CP11	Dilapidation works to Onslow House and Bedford Rd M	77	1	-	75	0	75	-	-	-	-	-	-	76
R-CP12	Replacement of collapsed retaining wall Bright Hill	321	8	-	315	4	315	-	-	-	-	-	-	323
R-CP14	Lift replacement	429	-	93	93	-	93	187	187	187	187	-	748	841
R-CP15	Merrow P&R CCTV	50	-	50	50	-	50	-	-	-	-	-	-	50
R-CP16	Bright Hill Barrier essential works	80	-	-	80	-	80	-	-	-	-	-	-	80
R-CP17	Leapale rd MSCP drainage	90	-	-	-	-	-	90	-	-	-	-	90	90
CAR PARKS RESERVE TOTAL		4,054	1,296	655	2,016	8	913	1,123	512	187	187	-	2,009	4,218
SPA RESERVE :														
SPA schemes (various)		100	annual	100	165	1	165	100	-	-	-	-	100	265
R-SPA1	Chantry Woods					-	-						-	
R-SPA2	Effingham					-	-						-	
R-SPA3	Lakeside					1	-						-	
R-SPA4	Riverside					0	-						-	
R-SPA5	Parsonage					-	-						-	
R-SPA7	Access tracks at Chantry Wood	60	-	-	60	-	60	-	-	-	-	-	-	60
SPA RESERVE TOTAL		160	-	100	225	2	225	100	-	-	-	-	100	325
GRAND TOTALS		5,684	1,556	2,484	4,504	329	3,260	1,573	1,053	537	537	-	3,700	8,343

GENERAL FUND CAPITAL PROGRAMME - S106 ESTIMATED EXPENDITURE 2016-17 to 2021-22

Ref	Service Units / Capital Schemes	Approved gross estimate	Cumulative spend at 31-03-16	Estimate approved by Council in February	2016-17			2017-18 Est for year	2018-19 Est for year	2019-20 Est for year	2020-21 Est for year	2021-22 Est for year	Future years est exp	Projected expenditure total	Grants / Contributions towards cost of scheme	Net cost of scheme	Total net cost approved by Executive
					Revised estimate	Expenditure at 21-12-16	Projected exp est by project officer										
APPROVED SCHEMES (fully funded from S106 contributions)																	
ENVIRONMENT DIRECTORATE																	
S-PL1	Woodbridge Meadow Artwork	104	58	-	46	45	46	-	-	-	-	-	-	104	(104)	-	-
S-PL2	G Live Artwork	34	32	-	2	-	2	-	-	-	-	-	-	34	(34)	-	-
S-PL3	Art Print Hse Sq (Sculpture Martyr Rd)	36	25	-	11	-	11	-	-	-	-	-	-	36	(36)	-	-
S-PL7	Tilehouse Open Space - Playground Refurbishment & Fitness Equipment	132	102	-	30	-	30	-	-	-	-	-	-	132	(132)	-	-
S-PL8	Briars Playground Refurb	10	-	-	10	-	10	-	-	-	-	-	-	10	(10)	-	-
S-PL13	Stoke Recreation Ground play area	41	37	-	4	-	4	-	-	-	-	-	-	41	(41)	-	-
S-PL17	Bushy Hill Facilities	27	16	-	11	-	11	-	-	-	-	-	-	27	(27)	-	-
S-PL23	75-78 Woodbridge Rd	15	4	-	11	-	11	-	-	-	-	-	-	15	(15)	-	-
S-PL24	Woodbridge Meadow Public Art	70	-	-	-	-	-	-	-	-	-	-	-	70	(70)	-	-
S-PL29	Greening the approaches - roundabouts	40	-	-	40	10	40	-	-	-	-	-	-	40	(40)	-	-
S-PL33	Installation of trampoline play equipment	11	-	-	11	-	11	-	-	-	-	-	-	11	(11)	-	-
S-PL36	Gunpowder mills - signage, access and woodland imps	16	6	-	10	5	10	-	-	-	-	-	-	16	(16)	-	-
S-PL37	Ripley PC bowls club	9	-	-	9	50	9	-	-	-	-	-	-	9	(9)	-	-
S-PL40	Ripley PC skate ramp	47	22	25	25	-	25	-	-	-	-	-	-	47	(47)	-	-
S-PL42	Sutherland memorial park public art project	23	-	-	23	14	23	-	-	-	-	-	-	23	(23)	-	-
S-PL43	Extension to Village hall CP, West Clandon	16	-	-	16	16	16	-	-	-	-	-	-	16	(16)	-	-
S-PL44	Ash Skate Park	55	-	-	55	54	55	-	-	-	-	-	-	55	(55)	-	-
S-PL45	Sutherland memorial park MUGA	16	-	-	16	16	16	-	-	-	-	-	-	16	(16)	-	-
S-PL46	Shalford Park Pavilion Improvements	23	-	-	23	-	23	-	-	-	-	-	-	23	(23)	-	-
S-PL47	Fir Tree Garden	28	-	-	28	-	-	28	-	-	-	-	28	28	(28)	-	-
ENVIRONMENT DIRECTORATE TOTAL		753	302	25	381	209	353	28	-	-	-	-	28	753	(753)	-	-
DEVELOPMENT DIRECTORATE																	
S-P1	Haydon Place / Martyr Road	67	64	-	3	-	3	-	-	-	-	-	-	67	(67)	-	-
S-P3	North Street Rejuvenation Project	489	257	232	232	-	-	232	-	-	-	-	232	489	(489)	-	-
S-P5	Falcon Rd Guildford	6	-	-	6	-	6	-	-	-	-	-	-	6	(6)	-	-
S-P7	Woodbridge meadows	243	24	-	220	-	220	-	-	-	-	-	-	244	(244)	-	-
S-P8	Woodbridge Hill environmental improvements	226	17	-	210	164	30	180	-	-	-	-	180	227	(227)	-	-
S-P10	G Live Lighting and Signage York Road	32	23	-	9	-	9	-	-	-	-	-	-	32	(32)	-	-
S-P11	G Live Bus stop/drop off point	11	4	-	7	-	7	-	-	-	-	-	-	11	(11)	-	-
S-P12	Espom Rd/Boxgrove Road	150	87	63	63	-	63	-	-	-	-	-	-	150	(150)	-	-
S-P13	Kingpost Parade car park	20	19	-	2	-	2	-	-	-	-	-	-	21	(21)	-	-
S-P14	Bridge Street Waymarking	5	1	-	4	-	4	-	-	-	-	-	-	5	(5)	-	-
DEVELOPMENT DIRECTORATE TOTOAL		1,249	495	295	756	164	344	412	-	-	-	-	412	1,251	(1,251)	-	-
APPROVED S106 SCHEMES TOTAL		2,197	990	320	1,137	374	697	440	-	-	-	-	440	2,200	(2,200)	-	-

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS 2016-17 to 2021-22

1.0 Capital receipts - Balances (T01001)

	2015-16 Actuals £000	2016-17 Budget £000	2016-17 Est Outturn £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000
Balance as at 1 April	3,971	0	0	0	0	0	0	0
Add estimated usable receipts in year	112	330	459	330	4,000	9,200	9,075	16,000
Less applied re funding of capital schemes	(4,083)	(330)	(459)	(330)	(4,000)	(9,200)	(9,075)	(16,000)
Balance after funding capital expenditure as at 31 March	0	0	0	0	0	0	0	0

2.0 Capital expenditure and funding - summary

	2015-16 Actuals £000	2016-17 Budget £000	2016-17 Est Outturn £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000
<u>Estimated capital expenditure</u>								
Main programme - approved	16,279	42,815	43,969	45,916	29,666	15,270	24,900	5,000
Main programme - provisional s106	37	48,895	2,800	51,850	98,936	62,135	61,545	22,500
Reserves	268	320	697	440	0	0	0	0
GF Housing	1,031	2,484	3,260	1,573	1,053	537	537	0
Total estimated capital expenditure	18,547	98,141	54,353	99,999	129,875	78,162	87,202	27,720
To be funded by:								
Capital receipts (<i>per 2.above</i>)	(4,729)	(330)	(459)	(330)	(4,000)	(9,200)	(9,075)	(16,000)
Contributions	(1,071)	(1,347)	(6,358)	(3,982)	(1,121)	(2,250)	(4,750)	(1,750)
<u>R.C.C.O.:</u>								
Other reserves	(1,047)	(4,269)	(6,310)	(7,973)	(10,553)	(537)	(537)	0
Capital Schemes Reserve (<i>para.4 below</i>)	0	0	0	0	0	0	0	0
	(6,847)	(5,946)	(13,127)	(12,285)	(15,674)	(11,987)	(14,362)	(17,750)
Balance of funding to be met from (i) the Capital Reserve, and (ii) borrowing	(11,700)	(92,195)	(41,226)	(87,714)	(114,201)	(66,175)	(72,840)	(9,970)
Total funding required	(18,547)	(98,141)	(54,353)	(99,999)	(129,875)	(78,162)	(87,202)	(27,720)

GENERAL FUND CAPITAL PROGRAMME : SUMMARY OF RESOURCES AND FINANCIAL IMPLICATIONS 2016-17 to 2021-22

3.0 General Fund Capital Schemes Reserve (U01030)

	2015-16 Actuals £000	2016-17 Budget £000	2016-17 Est Outturn £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000
Balance as at 1 April	1,932	0	639	0	0	0	0	0
Add: General Fund Revenue Budget variations	0	0	0	0	0	0	0	0
Contribution from revenue	639	0	0	0	0	0	0	0
	2,571	0	639	0	0	0	0	0
Less: Applied re funding of capital programme	(1,932)	0	(639)	0	0	0	0	0
Balance after funding capital expenditure etc.as at 31 March	639	0	0	0	0	0	0	0

Estimated shortfall at year-end to be funded from borrowing

	9,129	92,195	40,587	87,714	114,201	66,175	72,840	9,970
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4.0 Housing capital receipts (pre 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects - GBC policy

	2015-16 Actuals £000	2016-17 Budget £000	2016-17 Est Outturn £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000
Balance as at 1 April (T01008)	17,452	17,204	17,276	14,201	8,701	0	0	0
Add: Estimated receipts in year	238	0	0	0	0	0	0	0
Less: Applied re Housing (General Fund) capital programme	(414)	(190)	(218)	0	0	0	0	0
Less: Applied re Housing company	0	(2,857)	(2,857)	(5,500)	(8,701)	0	0	0
	17,276	14,157	14,201	8,701	0	0	0	0
Less: Applied on regeneration schemes	0	(11,385)	0	0	0	0	0	0
Housing receipts - estimated balance in hand at year end	17,276	2,772	14,201	8,701	0	0	0	0

5.0 Housing capital receipts (post 2013-14) - estimated availability/usage for Housing, Affordable Housing and Regeneration projects only (statutory (impact CFR))

	2015-16 Actuals £000	2016-17 Budget £000	2016-17 Est Outturn £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000
Balance as at 1 April (T01012)	4,228	3,423	3,451	3,151	2,881	2,611	2,341	2,071
Add: Estimated receipts in year	735	200	200	200	200	200	200	200
Less: Applied re Housing (General Fund) capital programme	(407)	(250)	(250)	(220)	(220)	(220)	(220)	(220)
Less: Applied re Housing Improvement programme	(1,105)	(250)	(250)	(250)	(250)	(250)	(250)	(250)
	3,451	3,123	3,151	2,881	2,611	2,341	2,071	1,801
Less: Applied on regeneration schemes	0	0	0	0	0	0	0	0
Housing receipts - estimated balance in hand	3,451	3,123	3,151	2,881	2,611	2,341	2,071	1,801

Total £'000s

6.0 Estimated annual borrowing requirement

	9,129	80,810	40,587	87,714	114,201	66,175	72,840	9,970	391,487
Bids for funding (net)		0	0	0	0	0	0	0	0
Total estimated borrowing requirement if all bids on Appendix 1 approved		80,810	40,587	87,714	114,201	66,175	72,840	9,970	391,487

GENERAL FUND HOUSING CAPITAL PROGRAMME 2016-17 to 2021-22

	Approved Project Budget £000	Cumulative Spend at 31-03-15 £000	2016-17 Original Estimate £000	2016-17 Revised Estimate £000	2016-17 Actual @ xxxx £000	2016-17 Projected Outturn £000	2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000	Total scheme cost £000
EXPENDITURE - APPROVED PROGRAMME												
Grants												
N51008	annual	annual	410	410	0	410	0	0	0	0	0	annual
N51020	annual	annual	60	60	0	60	0	0	0	0	0	annual
N51021	annual	annual	30	30	0	30	0	0	0	0	0	annual
N51030/32	annual	annual	20	20	0	20	0	0	0	0	0	annual
Total Disabled Facilities Grants			520	520	0	520	0	0	0	0	0	
Affordable Housing												
Acquisition of Land & Buildings												
Feasibility/Site Preparation (incl. decommission costs and home loss & disturbance payments):												
N55014	0	92	0	0	0	0	0	0	0	0	0	92
N55004	0	308	0	0	0	0	0	0	0	0	0	308
N55009	0	217	0	0	0	0	0	0	0	0	0	217
N55015	0	54	0	0	0	0	0	0	0	0	0	54
N55013	0	38	0	0	0	0	0	0	0	0	0	38
N55017	0	62	0	0	0	0	0	0	0	0	0	62
		0	0	0	0	0	0	0	0	0	0	0
General	annual	0	150	150	0	150	120	120	120	120	120	750
Housing delivery options (equity)	2,857	0	2,857	2,857	0	2,857	0	0	0	0	0	2,857
Total In-house affordable housing expenditure			3,007	3,007	0	3,007	120	120	120	120	120	
Affordable Housing - Grants:												
General Grants	annual	0	100	100	0	100	100	100	100	100	100	600
Total housing association affordable housing expenditure			100	100	0	100	100	100	100	100	100	
Total Expenditure to be financed			3,627	3,627	0	3,627	220	220	220	220	220	4,977

Note 1: Funding for development of these sites is included in the HRA statement

GENERAL FUND HOUSING CAPITAL PROGRAMME 2016-17 to 2021-22

FINANCING OF PROGRAMME

Specific Grants
Housing Grant repayments
Capital Receipts Reserve - pre 13-14
Capital Receipts Reserve - post 13-14
Total Financing (= Total Expenditure)

2016-17 Original Estimate £000	2016-17 Revised Estimate £000	2016-17 Actual @ xxxx £000	2016-17 Projected Outturn £000
302	302	302	302
30	30	41	50
188	188	(343)	3,025
3,107	3,107	0	250
3,627	3,627	0	3,627

2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
220	220	220	220	220
220	220	220	220	220

BALANCES

Usable Capital Receipts (T01008) pre 13-14

Balance b/f
Estimated receipts - sale of dwellings
Applied re DFG's capital programme (above)
Applied re GF Hsg capital Programme
Repaid re General Fund capital programme
Balance c/f

2016-17 Original Estimate £000	2016-17 Revised Estimate £000	2016-17 Actual @ Outturn £000	2016-17 Projected Outturn £000
17,608	0	0	17,276
0	0	0	0
(188)	(188)	343	(218)
0	0	0	(2,857)
0	0	0	0
17,420	(188)	343	14,201

2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000
14,201	8,701	0	0	0
0	0	0	0	0
0	0	0	0	0
(5,500)	(8,701)	0	0	0
0	0	0	0	0
8,701	0	0	0	0

BALANCES

Usable Capital Receipts (T01012) post 13-14 (can be used for: HRA, affordable housing & regeneration)

Balance b/f
Estimated receipts - sale of dwellings
Repaid re General Fund capital programme
Applied re General Fund Housing capital programme (above)
Applied re HRA capital Programme
Balance c/f

2016-17 Original Estimate £000	2016-17 Revised Estimate £000	2016-17 Actual @ Outturn £000	2016-17 Projected Outturn £000
5,561	0	0	3,449
200	200	0	200
0	0	0	0
(1,581)	(3,107)	0	(250)
(250)	(250)	0	(250)
3,930	(3,157)	0	3,149

2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000
3,149	2,879	2,609	2,339	2,069
200	200	200	200	200
0	0	0	0	0
(220)	(220)	(220)	(220)	(220)
(250)	(250)	(250)	(250)	(250)
2,879	2,609	2,339	2,069	1,799

Housing Grant Repayments

Balance b/f
Repayments in year
Used in Year
Balance c/f

2016-17 Original Estimate £000	2016-17 Revised Estimate £000	2016-17 Actual @ Outturn £000	2016-17 Projected Outturn £000
0	0	0	0
30	30	0	30
(30)	(30)	0	(30)
0	0	0	0

2017-18 Estimate £000	2018-19 Estimate £000	2019-20 Estimate £000	2020-21 Estimate £000	2021-22 Estimate £000
0	0	0	0	0
30	30	30	30	30
(30)	(30)	(30)	(30)	(30)
0	0	0	0	0

CAPITAL VISION

Ref	Project	timescale	Estimated gross cost	Local growth fund bid	Other funding	S106/CIL	GBC cost	Notes
CV2	Stoke Park drainage and water features		77,000				77,000	
CV3	Castle valley gardens automated watering system	2020 likely timescale	30,000				30,000	
CV4	North side drainage scheme		130,000				130,000	
CV6	A331 Transport hot spots in conjunction with Rushmoor	2017-2019	2,500,000	1,250,000	0	1,250,000	0	
CV9	Transport - tesco rounabout	2017-2021	5,000,000	2,500,000	625,000	1,250,000	625,000	SCC other funding
CV10	Transport - Yorkies bridge	2017-2021	10,000,000	5,000,000	1,250,000	2,500,000	1,250,000	SCC other funding
Town centre masterplan								
CV12	A3 Interim intervention schemes	6-10 years	unknown				unknown	
CV13	Gosdon Hill P&R	6-10 years	unknown				unknown	
CV14	Merrow station	6-10 years	unknown				unknown	
CV17	Redevelopment of woodbridge meadows industrial estate	6-10 years	unknown				unknown	
Corporate plan								
CV18	Leisure centre replacement/multi use sports centre	15-20 years	£80m-£100m				100,000,000	
CV19	Set up community energy scheme/heat network		2020 unknown				unknown	
CV20	Set up a water discharge system		2017 unknown				unknown	
Income								
CVi1	Slyfield area regeneration project	2021-22	(35,815,500)				(35,815,500)	
CVi1	Slyfield area regeneration project	2025-26	(37,258,000)				(37,258,000)	
CVi1	Slyfield area regeneration project	2026-27	(20,548,500)				(20,548,500)	
CVi2	Major projects unit - possible revenue income	2019-20 (at the earlies)	(24,832,000)				(24,832,000)	

**GUILDFORD BOROUGH COUNCIL
OUTLINE BUDGET 2017-18 to 2021-22**

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GLOSSARY

**GUILDFORD BOROUGH COUNCIL
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Accrual - a sum included in the final accounts to cover income or expenditure attributable to an accounting period for goods supplied and received or works done, but for which payment either not received or made by the end of the period.

Appropriations - amounts transferred to or from revenue or capital reserves.

Balance - the surplus or deficit on any account at the end of the financial year (see Revenue Balances)

Budget - a statement of the Council's plans for revenue or capital expenditure over a specified period. The annual budget is prepared as part of the Council's annual Council Tax setting process.

Budgetary Control - the monitoring of actual expenditure and income against a financial target.

Budget Requirement - the amount the Council plans to spend each financial year. The budget requirement is financed from general Government Grant and Council Tax.

Business Improvement District (BID) - a defined area within which businesses pay an additional tax in order to fund improvements to the street scene, security, marketing and street cleaning of that geographical area.

Business Rates Retention Scheme - introduced by the Government in April 2013, this is a new method of financing local authorities. The scheme means that each council keeps some of the business rates generated in its area. The Government still controls the rateable value of the properties and the rate in the pound to be paid.

Capital Charge - a charge to the Revenue Account to reflect the cost of fixed assets consumed during the year. Capital charges are borne by the service revenue accounts, but reversed out to ensure they have no impact on the level of Council Tax.

Capital Expenditure - expenditure on the acquisition or construction of a non-current asset or expenditure adding to, and not merely maintaining the value of an existing non-current asset.

Capital Programme - a statement showing the estimated cost and actual expenditure of approved capital projects (see *Capital Expenditure*)

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Capital Financing Requirement - the level of capital expenditure financing from borrowing

Capital Receipts - relates to the money from the sale of non-current assets. Capital receipts are used to pay for new capital expenditure, within rules set down by the government, or to repay outstanding loans. Not used to finance revenue expenditure.

Collection Fund - a fund set up in 1990-91, as required by the Local Government Finance Act 1988, to record the transactions relating to council tax and national non-domestic rates (NDR). It must be kept separately from the General Fund and have its own revenue account and balance sheet. The precepts for this fund are from the Borough Council, the County Council and the Surrey Police and Crime Commissioner.

Collection Fund Deficit/Surplus - the estimated surplus or deficit on the Collection Fund, which must be split into that relating to council tax and that relating to business rates. The council tax surplus or deficit is split between the Borough Council, the County Council and the Police and Crime Commissioner pro rata to their precept demand on the Fund. The business rates surplus or deficit is split between the Council, Central Government and the County Council. In both cases the Borough Council's share is transferred to the General Fund in the following year.

CIPFA - the Chartered Institute of Public Finance and Accountancy – privately funded with charitable status. This is the professional body responsible for accountants working in the public service. The Institute provides financial and statistical information on local government and public finance matters.

Contingency - an amount of money set aside in the budget for unforeseen items of expenditure.

Council Tax - a tax introduced in 1993-94 to replace Community Charge. Property value as at 1 April 1991 is the base, with a reduction for single occupancy.

Council Tax Benefit - this is a benefit of up to 100%, which is available to council taxpayers who are on income support or low incomes to help pay their council tax bills. Abolished in April 2013 and replaced with a local council tax support scheme.

Council Tax Requirement - the amount of Council Tax required to support the budget the Council plans to spend.

County Precept - see under Precept.

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Department of Communities and Local Government - central government department with responsibility for the allocation of government grant to local authorities.

Depreciation - the measure of change either from the wearing out, consumption, or other reduction in the useful economic life of a fixed asset, whether arising from use, passage of time or obsolescence through technological or other changes.

Earmarked Reserves - reserves set aside for a specific purposes.

Employee Related Expenditure - a group of costs including salaries, wages, and employer's national insurance and superannuation contributions. Indirect employee expenses are also included. Examples are: relocation, interview and training expenses, staff advertising, severance payments, pensions increase act payments and employee related insurance. Agency staff costs are also included within this grouping.

Estimates – the amounts expected and incurred as expenditure, or received as income, during a specified financial year.

Fees and Charges - individual charges for services provided.

Financial Year - the period covered by a set of financial accounts – commences 1 April and finishes 31 March the following year.

Fixed Assets - non-current assets that yield benefit to the Council and the services it provides for more than one year.

General Fund - the Council's main revenue fund credited with charges, grants etc. and to which the costs of services are charged. However, separate accounts are maintained for other aspects of Council activities, particularly the Collection Fund.

Guildford Holdings Ltd – is the parent company of North Downs Housing Ltd. North Downs Housing Ltd is currently the only subsidiary of Guildford Holdings Ltd. It is envisaged that other subsidiary companies will be established as other business or commercial opportunities are identified.

Government Grant – a form of cash or transfer of assets from government, inter-government agencies or similar bodies, to local, national or international authorities, as contributions towards the cost of local services e.g. Housing Benefit, Capital Grants and Revenue Support Grant.

Gross Expenditure - the total cost of providing the Council's services before taking into account income received.

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Gross Income - the total amounts the Council receives or expects to receive, from any source. Income includes fees, charges, sales and specific and special grants.

Housing Benefit - an allowance to person(s) on low income to meet, in full or part, their rent. Benefit paid as rent rebate to Guildford's own council tenants, with benefit paid to tenants in the private sector referred to as rent allowance. The Department of Work and Pensions meets the majority of the cost.

Impairment - a reduction in the balance sheet value of a fixed asset either from a lack of maintenance or change of use.

Interest Income - the money earned from the investment of cash.

International Financial Reporting Standards (IFRS) - the reporting of a set of international accounting standards, stating how transactions and other events appear in financial statements. The International Accounting Standards Board issues IFRS.

Investments - a long-term investment is an investment held for use on a continuing basis in the activities of the Council for 365 days or more. A short-term investment relates to the investment of surplus funds for 364 days or fewer.

Liabilities - money owed to individuals or organisations for payment at some time in the future.

Lease - a lease is a contract for the hire of a specific asset. The lessor owns the asset but conveys the right to use the asset to the lessee for an agreed period in return for the payment of specified rentals.

Local Council Tax Support Scheme (LCTSS) - replaces the abolished council tax benefits scheme from April 2013. As part of the overall changes to welfare benefit, the Government has asked councils to replace council tax benefit with a locally designed scheme. The Local Council Tax Support Scheme (LCTSS) will receive approximately ten per cent less funding from Government than the council tax benefits scheme and receive a grant with a discount on the council tax bill.

Minimum Revenue Provision (MRP) - the minimum amount which must be charged each year to the Council's general fund revenue account and set aside as provision for credit liabilities, as required by the Local Government and Housing Act 1989. There is no requirement to operate MRP in the Housing Revenue Account.

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National Non-Domestic Rate (NNDR) - on 1st April 1990 a tax introduced, together with community charge (now council tax) to replace general rates for businesses. Rates are levied and collected by the Council on non-domestic property in the area in accordance with the Government formula which is the rateable value of the property (set by the valuation office) multiplied by the rate multiplier (set by central government). The NNDR tax system was changed in April 2014; the Council is now able to retain a proportion of the income collected for its own purposes (the proportion retained is based on a central shares formula), the remaining amount of income collected is paid to Central Government and Surrey County Council. The amount paid to central government is known as the business rates tariff. The Council also pays the Government and Surrey County Council a levy on the growth in business rates income above the central share formula.

Net Present Value - calculates the present value of all cashflow associated with an investment: the initial outflow and the future cashflow returns using an agreed discount rate reflecting the time value of money.

New Homes Bonus - a non-ring fenced grant paid by the government based on the increase in housing over the year from October to October.

Non-ring fenced grant - a government grant used for any purpose.

North Down Housing (NDH) Ltd - a wholly owned housing company limited by ordinary shares in which the Council is the sole shareholder. The Council has capitalised the company through a mixture of share equity and debt financing at a ratio of 40% equity and 60%. NDH will provide mixed tenure accommodation and generate an income for the Council's general fund. NDH is a subsidiary of the parent company Guildford Holdings Ltd.

Out-turn - actual income and expenditure.

Precept - a charge levied by a council expressed in terms of a specific sum. The Borough Council, the County Council and the Police and Crime Commissioner levy precepts on the Collection Fund. Parish Councils precept on the Borough Council's General Fund.

Premises related expenditure - a group within the subjective analysis of expenditure, which brings together expenses directly related to the running of premises and land. It includes repairs, alterations and maintenance of buildings, fixed plant & grounds (including grounds maintenance contracts payments), energy costs, rents, rates, water services, fixtures & fittings, apportioned expenses of operational buildings (e.g. Woking Road depot), cleaning & domestic supplies, and premises related insurance.

Projection - a forecast of future developments based on current statistics and trends.

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Provision - an amount, set aside in the accounts, for likely liabilities incurred but the amounts or the dates on which they will arise are uncertain.

Prudential Code for Capital Finance in Local Authorities - the 2003 Code introduced a need for local authorities to consider capital spending plans with reference to affordability (implications for Council Tax and Housing Rents), prudence and sustainability, value for money, stewardship of assets, strategic objectives and the practicality of the plans.

Public Works Loan Board (PWLB) - a government agency which provides loans of more than one year to Local Authorities at interest rates up to 1% higher than those at which the government itself can borrow.

Recharge - an internal charge to or from another part of the Council. It does not add to the council's total income and expenditure.

Reserves - monies set aside by the Council that does not fall within the definition of provisions.

Revenue Balances - the accumulated surplus of income over expenditure on the revenue accounts of the General Fund and of the Housing Revenue Account (see below).

Revenue Budget - an estimate of annual income and expenditure, which sets out the financial implications of the Council's policy for the budgeted year (see budget).

Revenue Contribution to Capital Outlay (RCCO) - resources provided from the Council's revenue budget to finance the cost of capital projects.

Revenue Expenditure - the operating costs incurred by the Council during the financial year in providing day-to-day services. Distinct from capital expenditure, which benefits the authority for more than one financial year.

Revenue Support Grant (RSG) - a grant paid by central government in aid of Council services in general, as opposed to specific grants, which may only be used for a specific purpose.

Ring-fenced Grant - a grant paid to the Council, which has conditions attached to it that restrict the purposes for which it may be spent.

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Service and Financial Plan - a three-year plan summarising the cost of services, with the first year calculated in detail and year two and three including published inflation and service changes.

Specific Grants - government grants to local authorities in aid of specified projects or services, e.g. Housing Benefit.

Stock - goods acquired in advance of their use in the provision of services or their resale. At the year-end stocks are a current asset in the balance sheet and they will be charged to Revenue in the year they are consumed or sold.

Subjective Analysis of Expenditure - nine standard groups or 'types' into which expenditure and income is analysed. CIPFA members are required to apply the recommended standards when preparing Local Authorities published accounts. The groups are Employee Related Expenditure, Premises Related Expenditure, Transport Related Expenditure, Supplies and Services, Third Party Payments, Transfer Payments, Support Services, Capital Financing Costs and Income.

Supplies and Services - the largest group of expenditure which relates to the general running costs of the organisation and includes equipment, furniture and materials, catering (including contract catering), clothing uniforms and laundry, printing, stationery and general office expenses, communications and computing, subsistence and conference expenses, members allowances, grants and subscriptions, contributions to provisions, and miscellaneous expenses.

Support Services - the charge made for services, which support the provision of services to the public. Includes professional and property services and includes administrative buildings.

Supporting People - the Supporting People initiative intends to provide support services that enable people to live independently in their own homes.

Tax Base - each dwelling in England has been placed in one of eight valuation bands, A to H, based on its capital value at 1st April 1991. The tax base is expressed in terms of "equivalent band D dwellings". Each property band is weighted in relation to the band D property which is regarded as the benchmark.

Third party payments - a payment to an organisation for providing a council service completely. For example, if a private contractor provided the refuse collection service the contract payment is a third party payment.

Transfer payments - a payment to individuals who provide no goods or services to the Council e.g. Housing and Council Tax benefits.

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Transport related expenditure - a group of expenditure, which brings together all costs associated with the provision, hire and use of transport, including travelling allowances. It includes purchases of vehicles and equipment (where not leased or purchased through capital), repairs and maintenance, running costs (e.g. fuel, tax,), recharges for vehicles hired from the Fleet Manager, contract hire, operating leases, public transport, car allowances and transport insurance.

Virement - this is the permission to spend more on one budget head matched by a corresponding reduction on some other budget head. Virements must be properly authorised by Committee or by officers under delegated powers